

JOB DESCRIPTION

SECTION ONE

KETTERING TOWN COUNCIL	Post Title:	Event Steward
	Hours/week	Flexible
	Rate of pay:	£12.50 ph

SECTION TWO

Responsible to:- Town Clerk, Deputy Town Clerk, Event Supervisors

Responsible for –.

- Any resources, assets and equipment owned by or used by the Town Council in the course of their duties.

SECTION THREE – Overall purpose of job

To provide a stewarding role at KTC events, to deal with customer or participant queries.

SECTION FOUR – Principal Responsibilities

CONTEXT

The Town Council organises events throughout the year often on the Market Place in Kettering, which are free family events for the public to attend.

DUTIES

- To attend events organised by the Town Council in order to ensure they run smoothly; to liaise with the Event Supervisor on the day about event arrangements
- To liaise with members of the public attending events to ensure their safety and the safety of the overall event.
- To liaise with entertainers, musicians and community group contracted by the Council at events to ensure the smooth running of the event.
- To liaise with any volunteers contributing to the event, including councillors, and ensure they comply with health and safety and licensing requirements and the terms of the risk assessment.
- To deal with any queries from members of the public attending events.
- To ensure that the site is left reasonably tidy and clean at the end of the day
- To ensure no vehicles are parked on site except for loading and unloading purposes.



SECTION FIVE – Main levels of contact

Internal:

-Town Council staff

External

- Musicians and entertainers contracted by the Council
- Local organisations and groups
- Members of the public

SECTION SIX – Special features of the post

Hours of work: For Kettering By The Sea, hours of work will be 9:30am to 4:30pm from Friday 2 to Saturday 24 August 2024

Period of notice – one week either side

SECTION SEVEN

Job Description prepared by E Dezelu

April 2024

Approved by Staffing Committee

April 2024

Agreed by: (Post holder)

Date

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