

JOB DESCRIPTION

SECTION ONE

KETTERING TOWN COUNCIL	Post Title:	Events Supervisor
	Pay:	£19 per hour
	Hours/week	Flexible – see below

SECTION TWO

Responsible to:- Deputy Town Clerk

Responsible for –

- Any casual staff or volunteers employed on events.
- Ensuring that all events comply with licensing, and safety requirements.
- 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 ensure that events being organised by the Town Council are delivered according to the applicable licensing and safety requirements, to deal with customer or participant queries, to manage any incidents and ensure that traders and participants comply with the terms of their employment on the day.

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. There are a minimum of 10 of these

- Five events in the summer
- Five Christmas events during November and December

but other events may from time to time be organised.

Mostly, these events take place on a Saturday

These events need to be supervised to ensure that the Council complies with health and safety legislation, the terms of its licence for each event in question and to deal with any queries and issues which arise.

The person contracted to supervise events will need to allow some time for preparation work in the run up to an event.

Hours of employment on events days will usually be 8am to 5pm but may vary – one of the events is the Christmas lights switch on event, currently on a Thursday from 4-8pm.

DUTIES

- To attend events organised by the Town Council in order to ensure they run smoothly; to liaise with the Deputy Clerk about event arrangements beforehand
- To ensure that the risk assessment drawn up for each event is fully complied with during the day
- To ensure health and safety requirements are complied with, that the necessary precautions are taken and that any incidents are dealt with appropriately and that incidents are recorded at the time.
- To ensure any licensing requirements are fully complied with on the day
- To liaise with operatives erecting market stalls to ensure agreed layouts are complied with, and to ensure market traders know which stall is theirs, to deal with any queries from market traders, and ensure traders comply with any rules as to their hire of pitch and stalls.
- To liaise with entertainers, musicians and community groups contracted by the Council and ensure they are aware of health and safety and licensing requirements and to capture the time they are on site and working, for payment purposes.
- 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 provide first aid where necessary and liaise with the emergency services
- To manage the electricity supply points where these are required and ensure they are raised and lowered at the start and end of each day; to report any faults or issues.
- 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.
- To liaise with the police over any incident which appears to be criminal in nature
- To provide a verbal, or where required, written report on each event to the Deputy Clerk, including an estimate of numbers attending.

SECTION FIVE – Main levels of contact

Internal:

- Town Council staff, and market operatives
- Town Councillors including the Mayor

External

- Market traders
- Musicians and entertainers contracted by the Council
- Officers of North Northamptonshire Council
- Local organisations and groups
- Members of the public

SECTION SIX – Special features of the post

Salary: £18 per hour for working principally on a Saturday, usually from 8am to 5pm about 10 times per year. (mostly in the summer and during November/December), and for preparation time beforehand.

Leave – not applicable

Vehicle You need your own car and a clean licence. The Town Council's mileage rate is 45p per mile

Period of notice – one week either side

SECTION SEVEN

Job Description prepared by M Hammond

Agreed by: (Post holder)

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Date