**Job Title**: Town Events Officer  
**Location**: Oakham Town Council  
**Reports To**: Town Clerk / Deputy Clerk

**Town Events Officer**  
**Job Summary**  
The Town Events Officer is integral to planning, organising, and executing community events that enhance engagement and civic pride in Oakham. They will manage the town’s website, support local businesses, and strive to ensure all initiatives are cost-neutral or align with the council’s financial goals. The officer will work closely with the Deputy Clerk on a day-to-day basis to ensure seamless coordination.

**Employment Details**

* Part-time:15 hours per week (negotiable work pattern).
* Pay Scale: ?

**Key Responsibilities**

* **Event Management:**
  + Develop and manage an annual events calendar, including ceremonies, festivals, and celebrations.
  + Coordinate logistics such as venues, permits, suppliers, and entertainment.
* **Financial Oversight:**
  + Assist in preparing and monitoring event budgets to ensure financial sustainability.
  + Assist in securing sponsorships, grants, and partnerships to offset costs.
  + Manage specific event budget elements.
* **Town Website:**
  + Regularly update the town events website with engaging content, event details, and photographs.
  + Launch promotional campaigns through digital platforms, local media, and community networks.
  + Support local businesses by promoting them on the town council website and ensuring the business directory is current and comprehensive.
* **Community Engagement:**
  + Collaborate with stakeholders, including Victoria Hall, Rutland Showground, Oakham Town Market, Oakham Farmers Market, businesses, and volunteers, to foster joint initiatives.
  + Serve as the primary contact for event-related queries and partnerships.
* **Compliance and Risk Management:**
  + Ensure all events meet legal, health, and safety standards.
  + Assist in preparing risk assessments as required.
* **Post-Event Reporting:**
  + Gather and analyse feedback to evaluate event success.
  + Provide performance and financial reports to the Town Clerk and the Deputy

**Working Conditions**:

* Flexible schedule, including evenings and weekends, to accommodate event requirements.
* Occasional outdoor work and physical tasks during event setup and breakdown.

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An example timetable for a **15-hour workweek**, aligned with typical school hours (approximately 9:00 AM to 2:00 PM). This can be adjusted based on personal preferences or local school schedules:

**Option 1:** 4 Days Per Week

* **Monday**: 10:00 AM to 2:00 PM (4 hours)
* **Tuesday**: 10:00 AM to 2:00 PM (4 hours)
* **Wednesday**: 10:00 AM to 2:00 PM (4 hours)
* **Thursday**: 10:00 AM to 2:00 PM (3 hours)

**Total Weekly Hours**: 15 hours

**Option 2:** 5 Shorter Days Per Week

* **Monday to Friday**: 10:00 AM to 1:00 PM (3 hours per day)

**Total Weekly Hours**: 15 hours