



**CREDITON
TOWN COUNCIL**

EVENTS AND TOWN CENTRE OFFICER

Recruitment Pack – March 2025



**A Civility & Respect
Pledge Council**



**LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD**

— *To the applicant*

Thank you for your interest in applying for the position of Events and Town Centre Officer with Crediton Town Council (CTC).

This recruitment pack has been designed to provide you with more information about the role and us as an organisation.

Please note that we will only consider applications that are submitted using our application form - CVs will not be accepted.

Please apply by email for my attention, to r.avery@crediton.gov.uk no later than 12.00 on Friday 04 April 2025.

If you would like any further information or wish to discuss the role and our organisation further, please contact me on 01363 773717.

Rachel Avery

Rachel Avery FSLCC
Town Clerk

— *About us*

Crediton is a thriving market town, situated in Mid Devon.
Crediton has 8,070 residents (as at the 2021 census).

Established in 1972, CTC is the most local level of government to the town, working alongside Mid Devon District Council and Devon County Council to deliver public services.

We achieved Quality Gold Status in 2021, proving our commitment to progression, good governance and contribution to the community it serves.

Our town has an amazing network of organisations and groups, who are valued highly by the town council. Many are supported through our annual grant funding.

CTC comprises twelve elected councillors across two wards (Boniface and Lawrence), with elections taking place every four years.

Members are ably supported by a small team of officers who work to fulfil its plans, effectively delivering a range of services, projects and events to the community.

— *About the role*

As CTC's Events and Town Centre Officer, you will be responsible for the delivery of our events, which include Crediton Food Festival, the Big Boniface Bash and Christmas in Crediton.

This role will require the successful candidate to foster relationships with our community stakeholders including businesses, groups and residents, alongside dealing with external enquiries relating to the events and projects you will be leading on.

We want to enhance the vitality and vibrancy of Crediton Town Centre and have an ambition to continue to grow and improve our existing offering of community events and enhancing our engagement with businesses and the wider community.

You will need to be forward thinking, dynamic and organised, responsible for ensuring events and projects are developed, implemented, and well executed with input from various stakeholders.

You will need to be able to work independently and as part of a team, and have excellent communication skills.

This role will include evening and weekend work as most of our events take place outside of office hours.

— Working for us

You will work as part of a small team and your manager (the Town Clerk) has an open door and a listening ear - we welcome requests for support and guidance. As an employer, we are committed to developing the skills of our team and ensuring professional and personal growth in the form of continuous development.

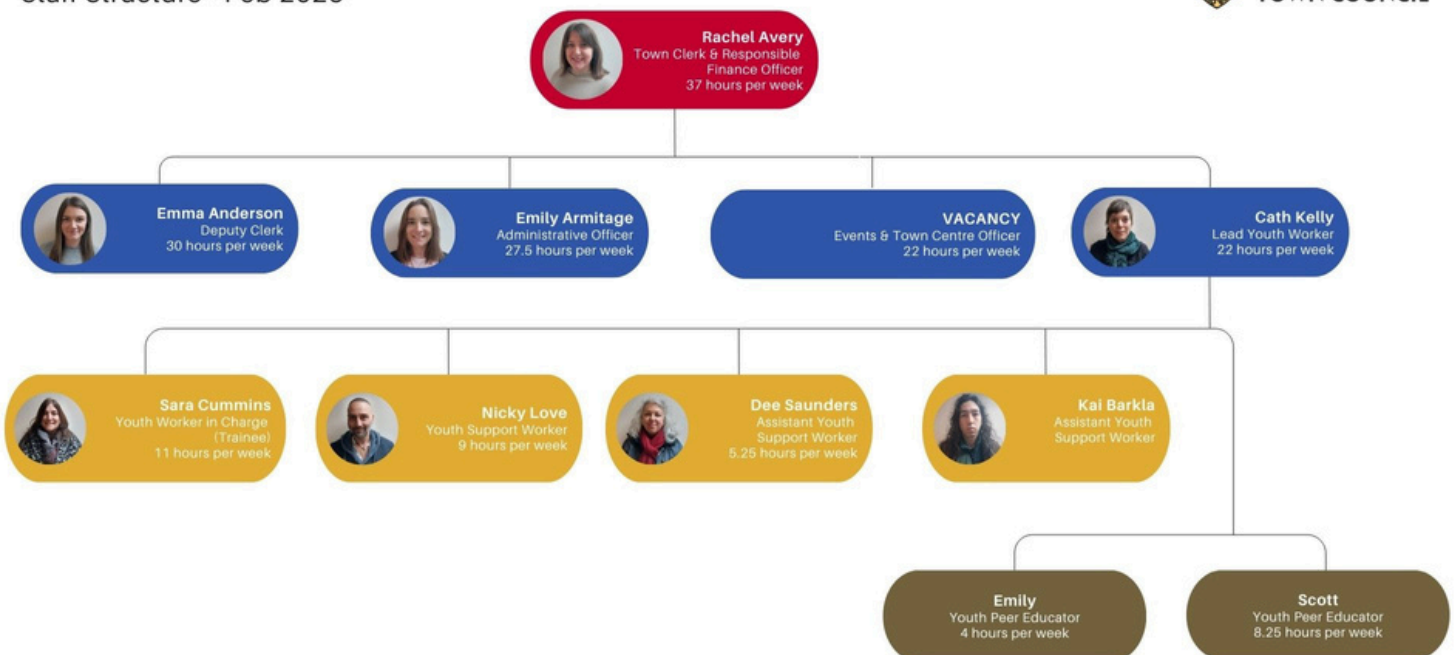
You will be required to attend staff meetings. These may focus on problem solving, actions, development or team building.

We operate a flexible working policy and offer automatic enrolment to the Local Government Pension Scheme.

Crediton Town Council's staffing structure is as follows:

CREDITON TOWN COUNCIL

Staff Structure - Feb 2025



— *Job Description*

Events

- 1.To organise, manage and develop an annual programme of events in consultation with the council's strategic plans, the Town Clerk and relevant committees
- 2.To coordinate logistics for events, including applying for relevant licences, road closures, and equipment
- 3.To be responsible for undertaking all plans, budgets and necessary documentation in relation to events, in line with council policy, including event management plans and risk assessments
- 4.To monitor, oversee and work with contractors as required
- 5.To be responsible for the reporting and future planning of events, for decision making purposes by Full Council (or a designated committee).

Marketing and Promotion

- 1.To create and implement marketing strategies to promote events
- 2.To collaborate with local businesses, community groups and other stakeholders to support promotion of events.

Engagement

- 1.To foster positive relationships with the community and to encourage participation

— *Job Description (continued)*

2. To undertake reviews of events and obtain feedback from local businesses, community groups, other stakeholders and the wider community and provide information in report style to members of the council
3. To attend and support external meetings of stakeholders and other organisations, where required.

Business Support

1. To collaborate with businesses to enhance their visibility during events
2. To identify partnership and sponsorship opportunities
3. To work with MDDC's Economic Growth team to promote and market Crediton and its businesses
4. To act as a liaison between CTC and businesses.

Town Centre Improvement

1. To work with the Town Clerk and other tiers of local government to implement projects aimed at enhancing the aesthetic and functional aspects of the town
2. To work with the Deputy Clerk in monitoring S106 contributions and identifying appropriate uses, and additional funding streams to improve facilities in Crediton
3. To contribute to the development of strategies aimed at the improvement of the town.

— *Job Description (continued)*

Working for CTC

1. To promote the council's reputation and services
2. To work effectively within a small team, with the ability to work strategically, proactively and flexibly
3. To undertake any other duties commensurate with the level of the post as required by the Town Council
4. To undertake training and professional development relevant to the role.

— *Person Specification*

The person specification will be used to assess whether you are the right person for the role. We will use these criteria to assess your application form to shortlist for interview.

Requirement	Essential	Desirable
Education/Training	<p>GCSE (or equivalent) at C or above for Maths and English</p> <p>Evidence of continuous professional development</p>	<p>Educated to HND/degree level in a relevant subject</p>
Skills and knowledge	<p>Strong IT skills (Office 365)</p> <p>Excellent written and verbal communication skills</p> <p>Understanding of the wide-ranging needs of a local community</p>	<p>Use of design software to create promotional material</p> <p>Knowledge of the business sector and relevant national policy and funding</p>
Experience	<p>Organising a range of events and projects</p> <p>Working with businesses, communities and organisations</p> <p>Organising PR and marketing, to include effective use of social media</p> <p>Managing Budgets</p> <p>Awareness, understanding and experience of writing technical documents such as Event Management Plans and Risk Assessments</p>	<p>Experience in applying for grant funding</p> <p>Understanding of the role of town councils or other local authority</p> <p>Experience of report writing</p> <p>Facilitating joint events and activities</p>
Personal attributes	<p>A flexible, enthusiastic and proactive approach</p> <p>Self-motivated and able to manage and prioritise workload</p> <p>Creative and visionary</p> <p>Ability to work events and weekends as required</p> <p>Ability to keep calm and measured when delivering events and time-sensitive projects</p> <p>Values the importance of community and the work delivered by CTC</p>	

— *Selection Process and Interviews*

The closing date for applications is 12.00 noon on Friday 25 April
2025.

A shortlisting panel comprising of the Town Clerk and 3 members of the Oversight Committee will review each application and score it based on how well you met the essential and desirable criteria within this document.

Interviews will be held from Wednesday 30 April 2025 onwards.

The interview panel will comprise the Town Clerk and two members of the Oversight Committee.

— *General Terms of Employment*

You will receive the detailed terms of employment within a written contract, issued to you prior to your start date.

TITLE:

Events and Town Centre Officer

SALARY:

Commencing on SCP 24 (£34,314 per annum pro rata)
Two Year Fixed Term Contract

HOLIDAY:

23 days + bank holidays (pro rata)

HOURS OF WORK:

22 hours per week

PENSION:

You will be enrolled into the Local Government Pension Scheme

PROBATION:

Your appointment will be subject to a satisfactory probationary period of no less than 13 weeks