

# Yeovil Town Council



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Events &amp; Media Coordinator</b>
<b>Grade:</b>	<b>SCP 7 - 12</b> <b>£25,584 - £27,711 (£20,744 - £22,468 for 30 hours)</b>
<b>Hours of Work:</b>	<b>30 hours per week (occasional evenings and weekends)</b>
<b>Annual Leave Entitlement:</b>	<b>29 days (including bank holidays and statutory days), increasing to 32 days (including bank holidays and statutory days) after 5 years' service</b>
<b>Responsible to:</b>	<b>Deputy Town Clerk</b>
<b>Responsible for:</b>	<b>Events Budgets</b>

### Main Purposes of the Role

To lead the planning, coordination, and delivery of a diverse range of community events across Yeovil. This role also includes supporting partner-led events, promoting Town Council initiatives, and managing public communications through press releases, social media, and local networks.

### Summary of Key Responsibilities and Duties of the Job

1. Lead the development and execution of a comprehensive annual events program, including but not limited to Super Saturday, Town Crier Events, the Christmas Light Switch-On, Remembrance Sunday, and events of national significance. To develop and update event management plans and documentation, ensuring compliance and safety procedures are current.
2. Prepare and maintain up-to-date event management plans, ensuring all safety and compliance protocols are followed.
3. Conduct thorough risk assessments for all events and implement appropriate safety measures.

4. Arrange necessary permissions including road closures and event licenses, working closely with the police, Somerset Council Licensing, and the Safety Advisory Group.
5. Ensure full compliance with the legal, statutory and other provisions governing or affecting events of the Council.
6. Ensure that events are adequately resourced in line with risk assessments and events management plans, in advance of the event
7. Liaise with event participants and organisers to ensure clear and consistent communication
8. Contribute to the production of verbal and written reports relating to events and media activities.
9. Monitor and manage events budgets, ensuring efficient use of resources.
10. Oversee arrangements and liaise with contractors for the Christmas light installations.
11. Provide support for the Yeovil in Bloom initiative in collaboration with the Leisure and Environment Directorate.
12. Collaborate with external partners such as Eat:Festival, Yeovil Art Space, Arts & Heritage Working Group to support joint initiatives .
13. Develop and maintain strong working relationships with local businesses and organisations to encourage sponsorship and community support.
14. Support the Council's communication strategy by preparing press releases, creating promotional materials, and maintaining the Town Council's website and social media channels.
15. Act as a key point of contact for media enquiries and ensure timely dissemination of relevant Council information.
16. Undertake any other duties as required by the Council, commensurate with the responsibilities and scope of the post.

## **External and Internal Contacts**

The Mayor, Councillors, members of staff, local organisations, schools, community groups, partner agencies, customers, visitors, suppliers and members of the public.

Face to face, telephone, written and electronic communication.

## **Working Environment**

Based at Town House but may be required to work at any location within the Town and occasionally outside the Town.

## **Health and Safety at Work**

Yeovil Town Council's Health and Safety Policy and all relevant Health and Safety at Work Instructions (such as the Lone Working Policy, procedures and practice guidance) are to be considered as part of this job description.

## **Equal Opportunities**

Yeovil Town Council is committed to the fair treatment of its staff, potential staff, users of its services and other stakeholders, regardless of race, gender, religion, beliefs, sexual orientation, responsibilities for dependants, marital status or disability.

**July 2025**