

Yeovil Town Council



JOB SPECIFICATION

Events & Media Coordinator

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none">• A minimum of 5 GCSEs (Grade A*–C / 9–4), including English and Mathematics	<ul style="list-style-type: none">• Two A Levels or equivalent qualifications• Relevant qualification in Marketing, Event Management, or Communications
EXPERIENCE & KNOWLEDGE	<ul style="list-style-type: none">• Proven experience in planning and delivering events, including preparation of event management plans and risk assessments• Providing guidance and support to colleagues or external partners• Practical experience using social media platforms for professional or promotional purposes• Strong written, verbal, and digital communication skills, with the ability to engage effectively with councillors, staff, external agencies, and members of the public• Proficiency in Microsoft Office applications (Outlook, Word, Excel) and desktop publishing tools• Experience working collaboratively within a team environment• Strong organisational and administrative skills• Ability to communicate complex information clearly and concisely to a range of audiences• Proven ability to deliver projects within set timeframes and budget constraints• Experience in project planning and delivery	<ul style="list-style-type: none">• Understanding of General Data Protection Regulation (GDPR)• Familiarity with the processes for securing road closures and other event-related licences• Professional experience managing social media accounts• Experience working with the press or media organisations• Experience with budget monitoring or financial administration• Strong numeracy skills• Demonstrated ability to contribute effectively to multi-agency or external partnerships• Proven success in securing external funding or sponsorship

PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Positive, committed, and confident approach to work • High attention to detail and commitment to accuracy • Polite and effective communication with stakeholders at all levels • Ability to prioritise tasks, meet deadlines, and manage competing demands • Ability to handle confidential or sensitive information with discretion and professionalism • Adheres to organisational procedures, policies, and systems • Proactive approach to problem-solving • Self-motivated with a willingness to learn and take initiative 	<ul style="list-style-type: none"> • Demonstrated commitment to delivering high-quality public service
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Willingness and availability to work evenings and weekends in support of Council events 	<ul style="list-style-type: none"> • Full, valid UK driving licence

July 2025