

Yeovil Town Council



JOB DESCRIPTION

Job Title:	Events Officer
Grade:	SCP 7 - 12 £26,403 - £28,598 (£21,408 - £23,188 for 30 hours)
Hours of Work:	30 hours per week (occasional evenings and weekends)
Annual Leave Entitlement:	29 days (including bank holidays and statutory days), increasing to 32 days (including bank holidays and statutory days) after 5 years' service
Responsible to:	Deputy Town Clerk
Responsible for:	Events Budgets

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. To discuss with Deputy Town Clerk the current events program and ways to develop new and imaginative activities at the events.
2. Plan and coordinate a full yearly events programme, such as Super Saturday, Town Crier events, the Christmas Light Switch-On, Remembrance Sunday, and other important national events.
3. Maintain and regularly update a rolling five-year Events Calendar.
4. Prepare and maintain up-to-date event management plans, ensuring full compliance with the legal, statutory and other provisions governing or affecting events of the Council.

5. Assist with thorough risk assessments for all events and implement appropriate safety measures.
6. Assist with arranging necessary permissions including road closures and event licenses, working closely with the police, Somerset Council Licensing, and the Safety Advisory Group.
7. Assist with ensuring that events are adequately resourced in line with risk assessments and events management plans, in advance of the event
8. Help liaise with event participants and organisers to ensure clear and consistent communication
9. Contribute to the production of verbal and written reports relating to events.
10. Help monitor and manage events budgets, ensuring efficient use of resources.
11. Assist with overseeing arrangements and liaise with contractors for the Christmas light installations.
12. To support Yeovil Town Council officer's at other events.
13. Collaborate with external partners such as Eat:Festival, Yeovil Art Space, Arts & Heritage Working Group to support joint initiatives.
14. To help engage with local communities, schools, individuals, local businesses and organisations to involve them in Yeovil Town Council events.
15. To encourage sponsorship and community support.
16. Contribute to preparing press releases and creating promotional materials.
17. Assist with maintaining the Town Council's website and social media channels.
18. To provide support to staff, Councillors and the Mayor.
19. To provide operational support for the Council's day-to-day activities.
20. To undertake any other duties appropriate to the post, as directed.

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.

February 2026