

# Yeovil Town Council



## JOB SPECIFICATION

### Events Officer

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

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

**February 2026**