



Bridgwater Town Council



***Community Event Coordinator
and Admin Support***

RECRUITMENT PACK



Appointment of Community Event Coordinator and Admin Support

(Full Time – 37 hours a week, Monday to Friday. Some weekend work will be required).

Salary Scale SCP: 13 – 17, £28,163 to £30,060

Plus Local Government Average Salary Pension Scheme

Bridgwater Town Council's Community Services Team is looking for a proactive, organised, and community-focused individual to join us as a Community Event Coordinator & Admin Support. This is a dynamic and varied role that plays a key part in delivering inclusive, engaging events and supporting the smooth running of our community services.

As Community Event Coordinator & Admin Support, you will:

- Lead the planning and delivery of small-scale community events on Council-owned land.
- Support the organisation of major events such as Bridgwater Fair, Snowflakes (Christmas lights switch-on), and Play Day.
- Coordinate with internal teams, volunteers, and external partners to ensure events run smoothly and safely.
- Provide administrative support to the Director of Community Services, including meeting coordination, public enquiries, and general office duties.

The ideal candidate will be:

- Organised and proactive, with excellent communication and interpersonal skills.
- Community-minded, with a passion for creating inclusive and meaningful events.
- Experienced in event planning or community engagement.

This is your chance to make a real difference in the heart of Bridgwater. You will be part of a supportive and innovative team, helping to bring people together through well-organised, vibrant community events.

For an informal discussion about the role, please contact **Rob, Director of Community Services**, on **01278 427692**.

To obtain an information pack with the full details of the role and an application form, please visit our website www.bridgwater-tc.gov.uk/vacancies. Completed application forms should be returned to hadmin@bridgwater-tc.gov.uk.

Applications must be received by 9 am on Sunday 13th July 2025

Please note CVs will not be considered

Interviews will be held on Thursday 17th July 2025

The job offer will be subject to satisfactory references.



BRIDGWATER TOWN COUNCIL
Town Hall, High Street, Bridgwater TA6 3AS
01278 427692
townclerk@bridgwater-tc.gov.uk

JOB DESCRIPTION

JOB TITLE:	Community Event coordinator and admin support
PLACE OF WORK:	Bridgwater
SALARY:	SCP 13 – 17 (£28,163 to £30,060), plus annual pay rise in accordance with NJC terms and conditions. Local Government Pension Scheme.
HOURS OF WORK:	Full Time – 37 hours a week, Monday
LEAVE ENTITLEMENT:	23 days per annum, two statutory days plus public holidays (Plus 3 additional days after 5 years' service) (to be given pro rata to hours)
REPORTS TO:	Director of Community Services

A PURPOSE OF THE ROLE

Bridgwater Town Council is seeking a proactive and community-focused individual to take on the role of Community Event Coordinator and Admin Support. This rewarding position is central to the Council's commitment to delivering vibrant and inclusive events that reflect the needs and aspirations of the local community.

The purpose of the role is to lead the organisation and delivery of small-scale community events on Council-owned land, whilst also supporting the planning and execution of larger events such as the Bridgwater Fair and the Snowflakes (Christmas lights switch-on). The postholder will also provide support for non-Council events where the Council plays a facilitative or collaborative role.

In addition to event coordination, the role includes providing essential administrative support to the Director of Community Services and contributing to the operational needs of Council-managed venues including the Town Hall, Arts Centre, and community buildings.

This is a dynamic and varied role which requires strong organisational, interpersonal and communication skills, as well as the ability to manage multiple priorities in a fast-paced environment. The successful candidate will play a key part in strengthening community engagement and enhancing the Council's local presence through the effective delivery of well-organised, inclusive, and meaningful community events.

B MAIN RESPONSIBILITIES AND KEY TASKS

Community Events

1. To lead in the development and provision of community events in line with the Council's aspirations and plans.
2. To coordinate and liaise with all parties to ensure maximum effectiveness of all events.
3. To support the delivery of large events such as Bridgwater Fair, Snowflakes and Play Day.
4. To lead the development of future planned events to ensure they run as effectively and smoothly as possible.
5. To work with the Communications officer to ensure appropriate publicity is secured for all events to ensure the maximum appropriate attendance.
6. To advise the Council on future potential improvements and additions to the events calendar.
7. To ensure full compliance with the legal, statutory, and other provisions governing or affecting events services of the Council.
8. To ensure all events are Health & Safety compliant and fully risk assessed. Coordination of event management safety plans (EMSP).
9. To ensure adequate staff and volunteer cover is present at all events.
10. Where appropriate and when directed by the Director of Community Services to provide support to non-Town Council events.

Administrative Tasks

1. To provide support to the Director of Community Services with administrative tasks associated with events and activities, including arranging and facilitating meetings, as well as taking minutes.
2. To receive enquires from members of the public and to handle in a polite and professional manner.
3. To support the Director of Community Services in responding to Freedom of Information Act request and Subject Access Requests.
4. Handle general office duties including, filing, data entry and answering phone calls.
5. Maintain good lines of communication with the Director of Community Services and all other staff and Councillors.

General support

1. To act as Pantry lead and support community centres in the absence of the Community

Development Officer.

2. To support the Community Services directorate across various locations (Town Hall, Arts Centre and community buildings).
3. To support the Council in its activities within the community.
4. To support the Communications & Marketing Officer in producing advanced publicity for all events to ensure marketing is maximised.
5. To provide articles and pictures of recent events to enable press releases and reports to be distributed on their impact.
6. Each employee is required to perform their duties and achieve outcomes in accordance with agreed performance measures and key performance indicators as regularly set by Council and/or the relevant committee, and as agreed between the employee and line manager at each appraisal.
7. To undertake such other responsibilities and functions as may be required from time to time by the Council commensurate with the duties and responsibilities of the post.
8. To be a supportive and innovative member of the Council team.

This list is neither exclusive nor exhaustive, as there may be other duties and requirements associated with the post, and as such you may be required to undertake unspecified other duties and/or hours of work as may reasonably be required of you.

C OTHER INFORMATION

External and Internal Contacts

Councillors, customers, contractors, suppliers, members of staff and partner agencies. Face to face, virtual, telephone, written and electronic communication.

Working Environment

Based at Bridgwater Town Hall. The Council operates a smoke-free policy and the postholder is prohibited from smoking in any of the Council's buildings. All staff must commit to Equal Opportunities and Anti-Discriminatory Practices.

Bridgwater Town Council Values

To work in a way that embodies the Council's values: -

Adaptable Accept and work with change	Forward thinking We start with the end in mind
Willing to adapt work practices to support team members working together to resolve issues, meet targets, deadlines, and challenges. Move out of our comfort zone and question how you do things.	Initiative: We are proactive and use our creativity to identify and resolve problems. Strive for excellence: We will seek innovative solutions to reduce costs, identify new ways of working and generate income.

Work with others to meet joint challenges and reduce duplication.	Plan ahead – anticipate outcomes ahead of changes. Use new technologies and working practices to make service improvements and reduce costs.
People Orientated We are one team with common goals.	Integrity We are honest and open in all our dealings and deliver on our promises.
Customer focussed: We understand and aim to meet our customers diverse needs, treating them fairly and with respect. Expertise: We recognise and value the differences, skills, knowledge, and experience of all in our team. Empowerment: We encourage team members to take initiative. Listen to improve: Engage with residents and staff- be seen, invite feedback and consult with them to inform our improvement plans. Always be approachable, calm, and respectful. Clearly communicate our decisions, without using jargon.	Accountable: We are accountable for our actions- admit mistakes, put them right and learn from them. We challenge poor or unfair practice and feedback. Keep personal data confidential and secure. Consistency: We ensure consistency and transparency in all we do Professionalism: We act professionally in challenging situations.

Equal Opportunities and Anti-Discriminatory Practices

All staff must commit to Equal Opportunities and Anti-Discriminatory Practices.

Health and Safety at Work

The Council's Policy, and all relevant Health and Safety at Work Instructions are to be considered as part of this job description.

Data Protection Act 2018

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 2018 and the Council's Data Protection Policy.

Council Policies

The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.

Performance Management

You will be given an annual appraisal and six-monthly review that will form the basis of your Personal Development Plan and be linked to the Council's objectives. You will also receive collaborative one to one meeting on a regular basis with your line manager.

Environment / Sustainability

To support Bridgwater Town Council's Environmental initiatives and consider the environmental impact of all activities undertaken.

COMMUNITY SUPPORT ASSISTANT

PERSON SPECIFICATION

	Essential Attributes	Desirable Attributes
Educational Qualifications	5 GCSEs (or equivalent) grade C or above in English and Maths. Or equivalent NVQ. Commitment to further professional development where required.	Level 3 Business Administration or equivalent.
Communication Skills	Excellent oral, written and email communication skills, including an ability to relate to, and communicate with councillors, staff, public and external agencies. Ability to communicate information to a wide range of audiences.	Has a customer focused approach.
Knowledge and Experience	Previous work experience within an office or similar role, including servicing meetings, including report writing, agendas, minutes, follow up actions and dealing with queries on meetings. Previous experience of event management. Experience of working in partnership with a diverse range of people, community groups, public sector organisations and business. Ability to assimilate viewpoints to establish a common understanding.	Previous experience in local government.
Skills	Ability to organize effective meetings and events. An ability to work under pressure with changing priorities and timescales. Ability to take the initiative and devise creative solutions but galvanise action when things are not happening. Ability to be calm under pressure and communicates effectively in all situations.	Budget management skills.
Information Technology	IT literate with experience and practical ICT skills including in Microsoft Office packages and spreadsheets, social media and the internet.	
Other	Prepared to work out of office hours in order to attend Council meetings, Council events when necessary.	Current driving licence and car owner.

	Ability to operate with complete impartiality in a political environment.	
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