



Buckingham Town Council

JOB VACANCY EVENTS COORDINATOR

SCP 7-12 starting from £25,584 (Pay award pending).

37 Hours per week (evening and weekend work required)

We have an exciting opportunity for an Events Coordinator to join our team at Buckingham Town Council, assisting with the planning, organising, and running of events across the town.

Buckingham Town Council organises a wide range of events, from community fairs to local music festivals and public celebrations. This is a varied and dynamic role, ideal for someone with a passion for event management and a strong attention to detail.

We are looking for an enthusiastic and organised person with excellent communication and planning skills. Experience in event coordination, or related fields is highly desirable.

The main tasks will include:

- Organise and coordinate the Town Council's event calendar, ensuring smooth scheduling and execution.
- Prepare and compile road closure orders, liaising with Thames Valley Police, Buckinghamshire Council Licensing, and the Safety Advisory Group as needed.
- Develop and update event management plans and documentation, ensuring compliance and safety procedures are current.
- Facilitate and manage Town Council events, collaborating with third-party committees and organisations to ensure successful outcomes.
- Conduct risk assessments for all events, ensuring appropriate safety measures are in place and monitored.
- Oversee event budgets, request quotes in line with policies, and ensure financial control and planning.
- Manage volunteers and staff, including recruitment, training, and ensuring clear communication of roles and responsibilities for events.

The role is a full-time position and there are times when flexibility is required due to many events being held on evening or weekends.

Due to the nature of the role, you will be required to consent to enhanced DBS check.

The Council offers membership of the generous Local Government Pension Scheme and free parking.

Buckingham Town Council is an Equal Opportunities Employer.

For further information or an informal discussion about the role, please contact the Deputy Town Clerk, Zo Taylor, on 01280 816426.

The application form must be completed in full, and shortlisting will be based on the information provided on the form. CVs will not be accepted. Application packs can be downloaded from the Town Council website and hard copies are available (on request) by calling 01280 816426.

Completed applications should be submitted either
by post to: Private and Confidential – Zo Taylor, Deputy Town Clerk
Buckingham Town Council
Buckingham Centre
Verney Close
Buckingham
MK18 1JP

or by email to: deputytownclerk@buckingham-tc.gov.uk

Closing Date for Applications: Tuesday 10th May 2025 at 2200 hrs



Job Description

Post Title: Events Coordinator

Accountable to: Deputy Town Clerk

Job Purpose:

- Responsible for the organisation and co-ordination of events on behalf of Buckingham Town Council
- Undertake day-to-day administration for the Town Centre & Events Committee
- Act as a point of contact for events organised in Buckingham by third parties

1. General Duties

- Organise and co-ordinate the Town Council's Event calendar
- Compile the Town Council's road closure orders
- Liaise with Thames Valley Police, BC Licensing and the Safety Advisory Group regarding any changes to safety procedures and issues with road closures when necessary
- Prepare event management plans and other documentation to accompany the Town Council's events and update at least annually to show any changes
- Attend, co-ordinate and facilitate the Town Council's events as well as collaborate with third party committees and organisations where necessary, working together to host safe and successful events
- Carry out and complete risk assessments for Town Council and collaborated events
- Manage/monitor budgets for events and request quotes when necessary in line with policy and procedures
- Manage/monitor planters/hanging baskets contracts and request quotes when necessary in line with policy and procedures
- Ensure that there are enough volunteers and staff available for the event in line with the risk assessments and event management plans in advance of the event
- Train staff and volunteers on the practicalities of events, health and safety and procedures, and keep the appropriate manager informed of event details both in advance and on the day of the event
- Ensure all staff and volunteers are aware of their responsibilities on the day in advance, support and manage staff and volunteers on the day of the event
- Recruit and retain volunteers as required
- Take responsibility for the town centre hanging baskets and planters, including organising the contract, liaison with the supplier
- Arrange events for Buckingham Fringe and production of the Fringe brochure and its distribution
- Publicise the Council's events by updating the BTC website, social media and other relevant resources.
- Attend and take notes of meetings as required



- Produce reports both written and verbal for consideration by the Town Council and its committees
- Liaise with event participants and organisers to ensure effective communication with the Town Council
- Liaise and build relationships with local and corporate groups to increase the profile of Buckingham Town Council events
- Act as a point of contact for any other groups organising events in Buckingham

2. Administration

- Facilitate any administration relating to the Town Centre & Events Committee's work
- Have a good eye for detail and accuracy as well as a methodical approach to paperwork as well as an ability to prioritise and meet deadlines
- Organise and maintain the Town Centre & Events filing system

3. General

- Attend training courses in accordance with identified training requirements
- If required, attend conferences, seminars and meetings on behalf of the Town Council
- Work within health and safety guidelines, to ensure the Town Council is compliant with current legislation
- Such other duties as the Council may reasonably require

Employee Declaration:

I have received, reviewed and understand the job description for **Events Coordinator**. I further understand that I am responsible for the satisfactory execution of the functions as described.

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| Signed: | |
| Dated: | |
| Name: | |



Person Specification

Post Title: Events Coordinator

Accountable to: Deputy Town Clerk

| Criteria | Essential | Desirable | How Identified |
|--|---|---|-----------------------------------|
| Experience | Experience of organising events | Event management experience in the public or private sector | Application form Interview |
| Qualifications /Training | Good general education with a minimum of 5 GCSEs, including Maths and English | Degree or HNC in relevant discipline 2 A levels | Application form |
| Knowledge & Skills | Good practical knowledge of Microsoft Office Report writing Organisational skills Able to use the internet and social media | Minute taking Record keeping Knowledge of health & safety legislation and relevance to events | Application form |
| Practical & intellectual skills | Able to work under pressure and to tight deadlines Able to work both alone and harmoniously with staff and public Able to anticipate problems and solve them Methodical and thorough approach to tasks | | Application form Interview |



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| | Have an eye for detail and accuracy | | |
| Disposition / Attitude | Positive 'can do' attitude Honesty Flexibility Diplomacy and tact Friendly disposition Trustworthiness with confidential information | | Interview |
| Special requirements | Will be required to attend evening meetings and work at weekends and bank holidays during events | Full valid UK driving licence | Application form |