

# **Anstey Parish Council**

## **Job Description**

**Post: Events and Media Assistant**

**Hours:** 1 day per week (Thursday) + meetings and events attendance

**Salary Scale:** SCPT 13 -17 starting at £14.60 per hour

The following duties to be carried out;

- Attend meetings of the Events Committee and carry out actions from these meetings.
- Attend Events organised by Anstey Parish Council
- Work in partnership with other organisation to bring about events
- Produce Posters for Events these to be displayed on Noticeboards, Website, Facebook and Instagram
- Create regular Facebook and Instagram coverage to promote the Council.
- Contribute to the Your Local article with events information that is written monthly
- Contact residents and groups about events
- Organisation the annual Christmas lights, options, prices, contractors, electrical supply and permissions.
- Obtain quotes for lamppost testing for hanging baskets and Christmas lights
- Collate options for hanging baskets for consideration by the Events Committee and arrange relevant permissions
- Assist with the co-ordination of Remembrance Sunday including applying for road closures and organising signage
- Assist the Deputy Clerk to create and update risk assessments for events
- Update the Council events calendar
- Promote what is going on in the village and Jubilee Hall
- Carry out community engagement, surveys, questionnaires etc.