

JOB DESCRIPTION – Liskeard Town Council

Post Title: Events & Communications Officer

Post Reference: LTC/2025/ Events & Communications Officer

Job Grade: SCP Range 13 - 17 (£29,064 - £31,022 pro rata – 2025/26 rate)

Contracted Hours: 30 hours per week

Contracted Days: Monday to Friday inclusive (some evenings / weekends required)

Responsible To: RFO & Deputy Town Clerk

Based At: Foresters Hall, Pike Street, Liskeard, PL14 3JE

Staff for whom responsible: None

Car User: No

Job Description Date: 16 February 2026

Annual Leave: As per NJC Guidelines

Politically Restricted Post: No

Enhanced DBS Check Required: No

Main Purpose of the Role

To coordinate and deliver a range of Town Council and town wide events.

To work with other organisations to develop a programme of Liskeard events.

To coordinate communications around events and other Town Council activities via website, social media, newsletters and press releases.

This is a new post, offering an exciting opportunity to shape and develop the Council's events and communications activity working closely with councillors, officers, community groups, business and partners.

Overall Responsibilities:

To lead and manage the Town Council's civic and community events programme, including development, planning, coordination, risk assessment, delivery and evaluation.

To coordinate a programme of events for Liskeard. This will mainly involve collating events being planned by other organisations.

To look at gaps in the current programme and work with other organisations to either build on existing events or develop a new town-wide event, on the existing collaborative model.

To plan, deliver and evaluate the Council's corporate communications activities to engage residents, local community groups, businesses, partner organisations, and the media and to raise the profile of Liskeard and the Town Council's work, services and projects.

The role involves working closely with Councillors, volunteers, business and community organisations, and partners to develop community cohesion.

Specific Responsibilities:

Events:

Coordinate and deliver existing civic and Town Council led community events e.g. Annual Town Meeting, Mayor Choosing, Remembrance Parade, Liskeard Unlocked, Nadelik Lyskerrys, including planning, logistics, creation of promotional material and on the day management.

Work with councillors, community groups, volunteers and external partners to develop new events that support the Town Councils objectives/aspirations.

Coordinate a programme of events for Liskeard, which brings together key events being organised by different organisations.

Ensure events are inclusive, well-organised and fit with the Town Council's objectives.

Attend events as required, including evenings and weekends. To manage the effective set up and break down of events and take good quality photographs for publicity purposes.

To ensure that all legal and statutory obligations for each event are adhered to, such as relevant public safety risk assessments completed and actioned, if using external suppliers, that valid public liability insurance, food hygiene certification, risk assessments and other relevant paperwork is received, etc. to minimise the risk to the Council, and liaise with the Council insurers as required.

To apply for any necessary licences, permits or other relevant permissions required for the event, e.g. Temporary Traffic Restriction Orders, Temporary Event Notices, etc.

To serve as the primary point of contact for contractors e.g. traffic management, first aid providers, entertainers/performers, stage, etc.

To produce an event safety plan for each event.

To manage event timelines and budgets, ensuring each event remains within budget, and keep accurate records.

To provide admin support for events as required, including taking minutes at working groups for distribution and publication, giving advice, presenting reports, and reporting to any committee with responsibility for the work output of this post.

To secure event sponsorship and external funding to support the event's budget plan and sustain the community events function.

To complete post-event evaluation to ensure that the event objectives have been achieved and to identify any improvements required.

To work closely with other officers to coordinate activities related to the delivery of events.

To assist/support the installation of the Christmas lights each year.

Communication & Promotion

Create engaging content for the Council's website, social media and other communication channels (press releases, internal/external newsletters, Annual Report, etc).

Support clear, accessible communication between the Town Council and the local community.

Help promote Liskeard as a vibrant/welcoming/community spirited place to live and work.

To develop, implement and maintain the Council's social media presence (this could include livestreaming Council meetings).

Maintain the current website and work closely with the Council's external web developer to expand the site in line with the Council's increasing areas of responsibility e.g. projects, services, facilities and outdoor areas.

Ensure all website content meets the requirements of the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulation 2018.

Working closely with councillors and officers coordinate/develop a communications strategy for the Town Council to promote the programme of new and existing events and initiatives and highlight the day-to-day work of the Town Council.

To develop and deliver, with others, effective marketing and promotional activity that showcases the Council's events, key projects, initiatives, Grants Scheme etc.

To proactively identify communication opportunities and interesting ways of communicating, to increase engagement, such as the use of blogs and video content

Use a variety of methods to conduct 'Social Listening' to gain a rounded understanding of public mood and sentiment on local issues to ensure Council communications are timely and remain relevant.

Monitor various media outputs (radio, television, print, web) relating to the Council and respond as appropriate in consultation with the Management Team.

Support the Management Team with fielding enquiries and complaints and co-ordinating responses.

Public Engagement:

Act as Lead Officer for Council surveys and other engagement work across the town.

Community Relations:

Build and maintain effective working relationships with local business and community organisations, volunteer groups, Cornwall Council, and partners. To represent the Council at external meetings for local initiatives and projects and feed back to the Management Team and Councillors.

To identify new opportunities for encouraging community involvement.

Act as a key point of contact for event related enquiries.

Other Duties:

- Undertake other duties commensurate with the grade and nature of the post, as directed by the RFO & Deputy Town Clerk.
- Participate in training and professional development relevant to the responsibilities of the role.
- Promote and support the Council's safeguarding, equal opportunities, and environmental policies
- The post may involve regular evening or weekend work, particularly in relation to events or contract supervision
- The post holder will be required to adhere to all relevant Council policies, procedures, and health and safety requirements.