

FLITWICK TOWN COUNCIL

JOB DESCRIPTION

Job Title: Community Services Assistant

Reports To: Community Services Officer

Job Purpose:

To assist with the Town Council events and regular activities and to develop skills in order to plan, organise, publicise and deliver events.

Main Duties and Responsibilities:

Events

- Assist with all regular and annual community events and co-ordinate events set by Line Manager
- Develop knowledge and understanding of how to plan, organise, deliver and evaluate events
- Publicise all events on calendar under instruction from Assistant Town Clerk
- Be available to work annual events eg Carnival, Classic Car Show, Dog Show etc

Training and Development

- Identify with line manager, action training and development needs
- Maintain knowledge and awareness of Flitwick Town Council activities

Relationships

- Promote good relationships with all other employees/teams within the organisation
- Establish and maintain excellent customer relationships at all times

General

- Support the Community Services Officer with administration
- Cover for Reception when required
- Take bookings for community events
- To assist with any other matter being undertaken by the Town Council appropriate to the post and in agreement with the Community Services Officer
- Communicate fully any situation which may affect your ability to achieve your targets
- Maintain high standards in terms of personal appearance, conduct and respect for Town Council property