



Buckingham Town Council

JOB VACANCY

Events Coordinator

37 Hours per week (evening and weekend work required)

Convenient town centre location

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

We are looking for a creative and enthusiastic Events Coordinator to take a central role in organising and delivering public events managed or jointly hosted by Buckingham Town Council. This position provides an exciting and enjoyable opportunity to contribute to the community through dynamic and impactful events. We are looking for a highly organised person with excellent communication and problem-solving skills. Previous experience of event management is essential.

The main tasks will include:

- 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

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 post, please contact the Deputy Town Clerk, Zo Taylor on 01280 816426.

To apply, the application form must be completed in full, and shortlisting will be based only on the information provided on the form. CVs will not be accepted.

Application packs are available to download via the links above or by calling 01280 816426 and should be submitted either by post to:

Private and Confidential – 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: Monday 14th July 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.

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



	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