**Event & Administration Assistant – Salary £17264 PA**

We have a great opportunity for an Events & Administration Assistant to join our team at Barnoldswick Town Council. Duties will cover (but not limited to) the following:

**Event Planning**

* Work alongside town councillors and other volunteers in the delivery of the annual events programme
* Provide support for event planning, including booking and execution, assisting with event set up and take down.
* Organisation of the market during events

NB: This will involve weekend working when the events take place.

**Allotments**

* Build and maintain good relationships with allotment holders across a range of sites
* Issue rental agreements and annual invoices
* Inspect allotment sites, encourage improvement and compliance with rental terms and conditions and, if necessary, enforce removal if not compliant
* Proactively manage allotment waiting lists
* Manage necessary repairs within pre-defined budgets
* To maintain an ongoing register of works per site requiring to be done

**General Administration**

* Act as a point of contact and enquiry, greeting clients, visitors, and colleagues.
* Undertake cash handling
* Preparation and payment of invoices
* General administration duties to support the smooth operation of the Town Council.

This is a 30 hour per week contract and due to the nature of the business will on occasion involve evening and weekend work.

**The Individual**

Our ideal candidate will be enthusiastic, with an attention to detail, have experience working with the public and have a passion for delivering excellent service.

Barnoldswick Town Council offers a family friendly working environment, endeavours to ensure a work life balance and welcomes applications from employees requiring flexibility.

The role is based at the Town Council office at The Civic Hall in Barnoldswick.

Applications by email to [Barnoldswicktowncouncil@gmail.com](mailto:Barnoldswicktowncouncil@gmail.com) or by post to The Clerk, Barnoldswick Civic Hall, Station Road, Barnoldswick, BB18 5NA, please include your CV and a covering letter with any further relevant information including 2 referees (these will only be contacted if you are successful at interview).