

Mossley Town Council is looking to engage with persons/organisations to assist with the management of future events in the town.

If you are interested and have the necessary experience and meet the basic requirements, the Town Council looks forward to hearing from you.

Please note that expressions of interest should be addressed to me as Clerk to the Town Council by email by the closing date of Friday 1 July 2022 at the following address: [theclerk@mossley-council.co.uk](https://d.docs.live.net/3635209c9d176afb/Documents/Mossley%20Town%20Council/April%202014%20onwards/Event%20Manager%20role/theclerk%40mossley-council.co.uk)

Details are set out below:

**Events Manager Role description**

Mossley Town Council is looking for a person or persons working together to manage future events in the town.

This will initially be for an event in September 2022, but future event management projects may be available subject to negotiation.

**1. The role will be to:**

1. Prepare an overall event plan.
2. Contact performers, groups and individuals, confirming timings of performances.
3. Complete and submit event management, statutory notification, risk assessment and safety plans.
4. Arrange for and oversee as appropriate, volunteer and third-party support.
5. Arrange for delivery, storage and competent use of hired or purchased equipment.
6. Arrange layout of stalls, stages, equipment and other infrastructure.
7. Negotiate and agree terms of participation and fees with contractors, acts, stallholders, individuals, organisations and businesses taking part.
8. Maintain a budget and expenditure file.
9. Arrange for, or collaborate on, the promotional materials and media output.

**2. Responsible to:**

Mossley Town Council via the Chair and Clerk to the Council, (or other named member as directed).

**3. Terms of Engagement.**

This is a self-employed/contractor arrangement with the incumbent(s) **not** **being employees of the Town Council or any member of the Council.** **They will be responsible for all personal or company/organisation tax and national insurance.**

They should have public liability insurance to the value of £10M.

They should have a current DBS check, or able to manage that through a third party.

**4. Payments/ fees**

Invoices for services should be submitted to the Clerk at times/intervals to be agreed.

They shall examine and “authorise/recommend” payment of fees, invoices, expenses and donations to all subcontractors or participants by submission to the Clerk.

No payment should be made unless previously agreed in writing and within previously identified budgets (unless in the event of unforeseen circumstances) with the appointed person by the Town Council (usually the Chair, another named member or Clerk)

The fees should include/take account of use of own mobile phone, car etc, for local journeys. Other expenses and out of pocket to be agreed as required.

**5. Hours of work.**

Hours of work are to be agreed to deliver the initial project. This should be “capped” as a one of “task and finish,” but additional project work beyond this can be agreed.

Hours will be to suit the project, but will require:

Personal attendance on Friday 23, Saturday 24 and Sunday 25 September 2022. There shall be a “report back” meeting with a brief report and financial summary post these dates.

Outside of this, the work will entail that which is required to deliver items above, attend meetings, site visits etc.

Estimate of time involved. 50 hours plus.

**6. Competencies**

The “Manager,” should have experience of/be able to:

1. Event management on private and public sites.
2. Completion of risk assessments, event notification and road closure documents and submissions where needed to the local authority or other bodies.
3. Project planning and articulation of the plan in document form.
4. Able to discuss and negotiate on activities, budgets and costs.
5. Manage a budget with a simple spreadsheet.
6. Deal with multiple activities and coordinate on sites.
7. Work out volunteer plans and oversee (via team leaders) a volunteer corps.
8. Managing or organising the production and distribution of publicity material, usually in conjunction with members of the Town Council, the Clerk, other organisations and groups. (Banners, signs, social media, leaflets etc.)

**7. Contacts.**

The Chair, Mossley Town Council.

Tel: 07970 456329.

Email: franktravis26@gmail.com

The Clerk to the Council, Michael Iveson.

Tel: 07809 690890.

Email: theclerk@mossley-council.co.uk

Other contact(s) to be identified.

**8. Expressions of Interest**

Expressions of interest in this role should be submitted to the Clerk by email, with a very brief explanation in relation to competencies and experience, plus a fee proposal, by 7pm Friday 1 July 2022.

**10. The Event**

This is the development of Mossley Town Council plans for post Covid 19 pandemic celebrations.

It is for now focussed on the weekend of 23-25 September 2022. Other events will also be planned as part of the theme build up, depending on demand and funding. There is no guarantee that this role will be involved with all of them, but in some cases, we will require event management support.

We are in Her Majesty the Queen’s Platinum Jubilee year, we have the anniversaries of ten years of being a Fairtrade Town, 25 years of Emmaus in Mossley. It is 50 years of Town Twinning (Jumelage in French), the Jubilee of the relationship of our friendship with the town of Hem near Lille in northern France.

The Town Council also wishes to promote and support the creative community in Mossley, both professional and community, and has brought together a diverse working group who are now finalising their projects around dance, theatre, digital work, writing and other genres. These will be focussed on the event in September but have the potential for work around this and into the future, developing themes and providing legacy to the current ideas. A key to this will be the collaboration opportunities with Hem.

The weekend consists of:

Friday at “The Vale” arts centre on Micklehurst Road with performers and live transmission.

Saturday at various locations - the Football Club, the Market Ground and the Park. Performances, stalls, crafts. On stages and gazebos, mobile food stalls and mobile acts.

Sunday. Remembrance Service and potential follow on at the above venues, plus the Harvest Festival event planned in King George V Playing Fields on Egmont Street by the Friends of Egmont Street. This is a separate event at the time of writing but some crossover as part of this weekend is being discussed.