

SOUTH DERBYSHIRE DISTRICT COUNCIL

JOB DESCRIPTION

DIRECTORATE:	Service Delivery
Service Unit:	Cultural and Communities
POST:	Civic and Events Officer
POST NO.:	CP23
GRADE:	Scale 5
RESPONSIBLE TO:	Events, Arts and Marketing Officer

JOB SUMMARY:

1. To administer the Chair of the Councils Diary.
2. To manage and coordinate Civic Events.
3. To provide administrative support to and to help promote and advertise the Councils Town Crier.
4. To support the Events Team with the administration and delivery of public events
5. To provide the administration for the Road Closure application process in South Derbyshire.

MAIN DUTIES AND RESPONSIBILITIES:

Specific:

To plan, organise and deliver civic events, including the Civic Service, Chairs Civic Dinner, Christmas Lights Civic reception.

To plan organise and deliver other Council events supported by the Chair such as Remembrance Sunday, Armistice Day and other ad hoc commemorative occasions, including charity events.

To update and maintain the Chair's diary and communicate this to the Chair and Vice Chair through regular update meetings.

To manage the Chairs email inbox and Calander.

To undertake general administrative tasks, within the Service area.

To support the development, promotion and delivery of public events organised and delivered by the Councils Events Team.

To provide support and creative input for arts development and public events in South Derbyshire.

To be the Council's main contact for Road Closure applications in South Derbyshire and to provide all administration for this process, including liaising with Police and Highways.

General

1. Ensuring that enquiries from members of the public, elected Members and other organisations are dealt with efficiently and courteously.
2. Assistance in the development of and adherence to the Council's and Directorate's stated safety policies, ensuring compliance with the individual responsibilities for safety as issued from time to time by the Head of Service for Cultural and Community Services.
3. To comply with the Customer Service Code of Practice.
4. To ensure adherence to the Council's Health & Safety Policy.
5. Ensure work is produced of appropriate and consistent quality through the development of and compliance with appropriate systems and procedures.
6. To support, promote and comply with the Council's Equal Opportunities and Fairness Scheme when undertaking the duties of the post.
7. To comply with the Council's Employee Code of Conduct
8. Undertake such other duties commensurate with the experience of the postholder and the grading of the post as may be reasonably delegated from time to time.
9. To work outside normal office hours from time to time, usually for delivery of events at weekends and evenings.

Date issued: Dec 2025

Issued by: Communities Team Manager