



**Banbury Town Council**

**Events Manager**

**LC2/3 SCP 29-36 (£35,411- £42,503)**

We are looking for an Events Manager to run and develop our vibrant programme of annual events, ranging from popular family entertainments like the Banbury Show and Food Fair, to formal civic occasions such as Remembrance Sunday, Battle of Britain day and parades.

You will be responsible for events in the widest sense, whether part of the Council's own programme of town and civic events or working with third parties hiring the council's indoor or outdoor facilities. You will be instrumental in building the reputation of our facilities, whether being used as venues for weddings, conferences and dining, meetings, fundraising events, markets or sporting events. You will be an expert source of advice to assist the Town Clerk in developing the civic ceremonial traditions of the town and support the Town Mayor in carrying out their role.

The post would suit an energetic, outgoing individual who has experience and skills in event management. If this challenging and proactive role in a small, friendly team is the job for you then please contact us for an application pack.

For further information or to discuss the role contact Mark Hassall (Town Clerk/RFO) 01295 817311 or Paul Almond (Director of Environment) 01295 817315.

Application packs available from our website: [www.banbury.gov.uk](http://www.banbury.gov.uk)

Completed application forms should be returned by email to [martyn.surfleet@banbury.gov.uk](mailto:martyn.surfleet@banbury.gov.uk).

Closing date: Friday 17 February 2023

Interviews: Wednesday 1 March 2023