



# TRURO

## CITY COUNCIL

*Making Truro a great place to live, work and visit*

## EVENTS & COMMUNICATIONS COORDINATOR Application Pack

Dear Candidate,

Thank you for expressing an interest in the Events and Communications Coordinator role with Truro City Council.

We hope that the contents of this application pack will provide an insight into our organisation, the role and what it is like to work here. The Council is growing quickly, and we are looking for leaders who will support our organisation as it moves through a period of change and growth.

We hope you find everything you need to apply for this position, but should you require additional information about the recruitment process please do not hesitate to get in touch.

Good luck with your application.

Roger Gazzard  
Town Clerk

# Truro City Council

- Mission Statement – To make Truro a great place to live, work and visit.
- Local Level Government in Truro.
- We have 24 elected and unpaid Councillors.
- The Council is responsible for a range of services including parks, cemeteries, allotments, community library, visitor information, public conveniences, community development and planning.
- Truro became a city in 1877.
- Truro is derived from Truru which means 3 rivers – 3 rivers merge into 1 to create Truro River.
- We have 3 main committees, these are: Finance and General Purposes Committee, Parks and Amenities Committee and Planning Committee.
- Truro City Council own the Public Cemetery and it is the Council's only Statutory Duty.
- Our 2 objectives are: to support the economy of the City Centre and improve public safety.

## **Events and Communication Coordinator**

Truro City Council is seeking a motivated, part-time, permanent Events and Communication Coordinator to work in the head office in Truro City centre.

This position is a fast-paced exciting role to work alongside the Events and Marketing Assistant to coordinate all Truro City Council's events

This is a part-time, permanent role, based in Truro spread between Monday to Friday with some off-site working totalling 22.5 hours per week; some weekend work to coordinate an event will be necessary.

Annual salary of £22,777 - £24,054 (pay award pending) (pro rata).

We offer 23 days holiday a year; plus, bank holidays, two additional statutory days, St Piran's day, should this fall on a working day (pro rata) and a Local Government Pension scheme.

To apply please download an application pack from Truro City Council website.

Deadline for application is **4pm Monday 22nd May 2023**.

Interviews will be held in Truro Community Library mid-May 2023.

Truro City Council is committed to equality, diversity and inclusivity being at the heart of everything they do.

## JOB DESCRIPTION

<b>Department</b>	Town Clerk
<b>Job Title</b>	Events and Communications Coordinator
<b>Grade</b>	6
<b>Location</b>	Truro Community Library, Truro
<b>Responsible to</b>	Town Clerk
<b>Supervisory responsibility</b>	None
<b>Functional Links</b>	Town Clerk, Officers, Council members, Stakeholders, and local businesses

### Main responsibilities

- Coordinate the planning and support of event and communication based meetings; including arranging appropriate partners, internal teams, and stakeholders.
- Manage the booking and coordination of events on Lemon Quay, including providing information, advice, and guidance to stakeholders in relation to the space.
- Actively support the principles of equality and opportunity.
- Adhere to and promote the use of council policies and procedures.
- The primary location for this role is Truro City Centre although you may be required to work from various locations in accordance with the needs of the role.
- Responsible for continuing self-development and undertaking training as required.
- Support the development of all event management systems and procedures.
- Assist with the creation and circulation of all external communications

You may be required to work from various locations (within Truro Parish) in accordance with the needs of the role. There may be a requirement to undertake other duties and/or times of work as required that commensurate with the grade/level of responsibility to ensure the effective delivery of the service.

## PERSON SPECIFICATION

### COMPETENCIES

#### Qualifications

- Educated to GCSE standard (Grade A-C) in English & Maths or equivalent

#### Knowledge and Skills

- Excellent verbal, non-verbal and written communication for an array of audiences
- Ability to use IT software packages – Microsoft etc.
- Ability to use own initiative and manage own time effectively
- Provide excellent customer service.
- Navigate digital/media platforms and websites.
- Excellent interpersonal skills.
- Problem solving
- Data protection regulations

#### Experience

- Ability to use IT packages, including Word, Excel, and internal databases
- Ability to use media platforms
- Adhering to policies and procedures
- Working in a busy environment
- Demands of running a variety of events
- Digital booking systems

#### Attributes specific to the role

- 'Can do' attitude.
- People/Customer focused.
- Team player.
- Attention to detail.
- Ability to prioritise own workload.
- Commitment to continuing professional development.
- Flexible and adaptable.

### DESIRABLE

- Qualification in events and/or communication
- Knowledge of updating and maintaining websites and social media accounts
- Understanding of setting up an event and protocols required
- Understanding of Health & Safety requirements
- Working in a public-sector organisation
- Assisting in the development and delivery for a range of activities.

## EQUAL OPPORTUNITY FORM

Truro City Council is committed to providing equal opportunities and our policy is to ensure that no job applicant or employee receives less favourable treatment, on the grounds of sex, pregnancy, race, colour, national or ethnic origin, marital status, disability, sexual orientation, religion, age or trade union membership. In order to monitor the effectiveness of our Equal Opportunities Policy, we request that applicants provide us with the information outlined below. This information will only be used for this purpose and will be kept in accordance with the UK General Data Protection Regulations (GDPR) and Data Protection Act 1998. This sheet is removed from the application form before the short-listing process, thus ensuring that all short-listing is based on merit.

Job applied for:						
1. What age are you? Please tick the appropriate box						
16 or under <input type="checkbox"/>	17 – 24 <input type="checkbox"/>	25 - 35 <input type="checkbox"/>	36 - 45 <input type="checkbox"/>	46 – 55 <input type="checkbox"/>	56 – 65 <input type="checkbox"/>	66 & over <input type="checkbox"/>
2. What is your marital status?						
Single <input type="checkbox"/>		Married <input type="checkbox"/>				
Civil Partner <input type="checkbox"/>		Other <input type="checkbox"/>				
3. Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>				4. Religion or None <input type="checkbox"/>		

5. I belong to the following ethnic grouping: (Please tick the appropriate box and give further details where indicated)

A: White A1: British <input type="checkbox"/> A2: Irish <input type="checkbox"/> A3: Any other white background (please specify) <input type="checkbox"/>		D: Black or Black British: D1: Caribbean <input type="checkbox"/> D2: African <input type="checkbox"/> D3: Any other black background (please specify) <input type="checkbox"/>	
B Of mixed race: B1: White & Black Caribbean <input type="checkbox"/> B2: White & Black African <input type="checkbox"/> B3: White & Asian <input type="checkbox"/> B4: Any other mixed background (please specify) <input type="checkbox"/>		E: Asian or Asian British: E1: Indian <input type="checkbox"/> E2: Pakistani <input type="checkbox"/> E3: Bangladeshi <input type="checkbox"/> E4: Any other Asian background (please specify) <input type="checkbox"/>	
C: Chinese: <input type="checkbox"/>		F: Other ethnic group (please specify, e.g. Cornish)	

6. A disability is a physical or mental impairment which has a substantial and long-term effect on the ability to carry out normal day to day activities. Do you consider yourself to have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/>
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I understand that this information may be stored and processed as part of the Truro City Council monitoring of equal opportunities and I give my consent to my details to be used for this purpose.

**Note: If you have any disability for which special arrangements should be made during the recruitment and selection process please contact the Council's HR Department: 01872 245503**

## **APPLICATION FORM : Events and Communications Coordinator**

The closing date for the receipt of applications for this appointment is: **Friday 19<sup>th</sup> May 2023**

*If you require this application form in a different format, for example Large print please contact [HR@truro.gov.uk](mailto:HR@truro.gov.uk)*

Completed application form to be returned via email to: [HR@truro.gov.uk](mailto:HR@truro.gov.uk)

Post applied for:
How did you hear about this vacancy/ where did you see the vacancy advertised?

### **PERSONAL DETAILS**

Surname:	
Name:	
Permanent address.....	Telephone numbers:
.....	Home.....
.....	Mobile.....
Post code.....	Business.....
Email.....	

Are there any restrictions on your taking up employment in the UK? If so, please provide details:
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If selected for interview would you require any reasonable adjustments to be made to support you at an interview? If so, please could you provide an indication of what adjustments you would require
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## CRIMINAL CONVICTIONS

We will treat applicants who have a criminal record fairly and will not discriminate because of a conviction or other information revealed. Possession of a criminal record will not automatically prevent applicants from working with us. As part of the recruitment process any information revealed regarding a criminal record will only be considered in light of its relevance to the post for which the candidate is applying.

If you declare an unspent conviction we may write to you requesting further information. You may be asked about unspent convictions at interview.

All offers of employment may be subject to a minimum of a basic disclosure to verify the information you provide, unless the role which you have applied for requires a higher level of check from the Disclosure and Barring Services (DBS), in which case we will state clearly the level of DBS disclosure required on the job description paperwork.

Please list any convictions or cautions which are not “spent” as defined in the Rehabilitation of Offenders Act 1974 (as amended).

Signature.....

Print name.....

Date.....



## **APPLICATION FORM : Events and Communication Coordinator**

**APPLICANT NAME:** \_\_\_\_\_

### **1. SUPPORTING STATEMENT**

Please read the job description and person specification. Using examples, show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible. Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence.

Continue on a separate sheet if necessary.

### **2. CURRENT OR MOST RECENT EMPLOYMENT**

Name & address of present or most recent employer:	Position held:
	Grade/salary:
	Date of appointment:
	Period of notice required:

**3. DUTIES & RESPONSIBILITIES**

Please give a description of your duties and responsibilities in the organisation (or in your last organisation if currently unemployed).

**4. PLEASE GIVE TWO REFEREES – One of whom SHOULD be your present employer (or last employer if unemployed) who will be contacted prior to interview if you are short listed, unless you specify not to do so.  
PLEASE DO NOT USE RELATIVE**

Name: .....

Name: .....

Address: .....

Address: .....

.....

.....

Post Code: .....

Post Code: .....

Tel. No: .....

Tel. No: .....

Email address: .....

Email address: .....

Please tick if you do not give permission for Truro City Council to contact your referee without prior permission

Please tick if you do not give permission for Truro City Council to contact your referee without prior permission

**5. PREVIOUS EMPLOYMENT**

From	To	Name of Employer	Position held Grade (or salary if outside Local Government)	Reason for leaving

**6. PROFESSIONAL TRAINING & QUALIFICATIONS** (evidence may be requested)

**PLEASE COMPLETE- ESPECIALLY IF QUALIFICATIONS ARE REQUIRED ON ADVERT AND ROLE SPECIFICATION**

Subjects/Qualifications	College/University/Training Provider	Level	Qualification still current and valid/in date

**7. FULL TIME EDUCATIONAL QUALIFICATIONS OBTAINED** (evidence may be requested)

**PLEASE COMPLETE- ESPECIALLY IF QUALIFICATIONS ARE REQUIRED ON ADVERT AND ROLE SPECIFICATION**

Full – Time Education School(s)	Examinations passed & grades achieved, qualifications & awards

College/University	If Degree awarded, state class
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**8. OTHER TRAINING INC. PART-TIME EDUCATION/TRAINING** – Please give details (e.g., relevant specialist training, in-house training, etc. Including education currently being undertaken or planned. (evidence may be requested)

Description of Course	Qualification still current and valid/in date

**9. MEMBERSHIP OF PROFESSIONAL BODIES**

Institute or Association	Grade of Membership	How obtained (e.g. election or qualification)

**10. OUTSIDE INTERESTS, UNPAID WORK, WORK EXPERIENCE & NON-VOCATIONAL ACTIVITIES**

Please give a description of any outside interests or unpaid work you have or do which may be relevant to this position and which you think may support your application (continue on a separate sheet if necessary)

**15. Have you ever received a redundancy payment from previous Local Authority employment? If so, please state employer and year payment received.**

16. Are you related to any Member or Senior Officer of Truro City Council? YES/NO

If yes please confirm who \_\_\_\_\_

I declare that to the best of my knowledge all the information supplied on this form is correct. I fully understand that the withholding of relevant information or any false or misleading statement could result in the withdrawal of an offer of employment or in dismissal.

I agree that if I am successful in obtaining the role, this information will be retained in my personnel file during my employment and up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act. If I am unsuccessful in obtaining the role, I understand that Truro City Council shall retain this form for six months, after this time it shall be destroyed.

I agree that should I be successful I will, if required apply to the Disclosure and Barring Service (formally the Criminal Records Bureau) for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the Council any offer of employment may be withdrawn or my employment terminated.

Signature.....

Print name.....

Date.....

**WE DO NOT ACCEPT CANVASSING EITHER DIRECTLY OR INDIRECTLY**

All completed forms shall be stored securely and used only for the purposes of the recruitment for the role for which you have applied. Truro City Council shall adhere to our obligations under the GDPR.

The recruitment and selection process will be free from bias or discrimination. Recruitment will be managed objectively and decisions about suitability for vacancies will be based on specific and reasonable job criteria. Truro City Council is positively committed to making reasonable adjustments for those who have a disability in the recruitment and selection process, or to enable someone to work with us.

During or after the recruitment and selection process Truro City Council are not obliged to give feedback to the applicant.