



JOB DESCRIPTION

EVENTS, ENVIRONMENT AND BURIALS OFFICER

POST NO: <i>PC08</i> Postholder:	CONTRACT TERM: Permanent
SALARY SCALE: SCP 24 – 28 (progression within scale subject to satisfactory performance)	REPORTING TO: Clerk to the Council
HOURS OF WORK: 30 hours per week (need to cover the core hours of 9:15a.m. to 3p.m. Mon-Fri). An ability to be flexible in working hours is an essential requirement of the post and some evening and weekend work will be required when events are being held or evening meetings are held.	
MAIN LOCATION: Heathfield and Waldron Parish Council, 73 High Street, Heathfield, East Sussex, TN21 8HU	

Normal Duties:

- To ensure that events are planned in detail ensuring that a report is produced for each Community and Business Development (CBD) committee meeting with recommendations of items for approval. All decisions relating to an event need to be approved by CBD. To produce an event management plan.
- To ensure that all events stay within budget and that the required licences and road closures have been written and approved. To ensure that sufficient stewards are involved and know what is expected of them. To produce risk assessments and all other documents required to cover health and safety
- To identify grant funding for events and other projects and to apply for these
- To organise meetings of the Events working party and to take an active role in these
- To be responsible for the Parish Council's Burial Grounds, ensuring that burial records are completed in a timely and accurate manner, including use of the RBS system or other software system as required. To liaise with the funeral director, grave digger and grounds maintenance contractor.
- To undertake quarterly inspection of the burial grounds and to write a report for presentation at the Leisure, Amenities and Burials Committee. To ensure that the owners of the plot are written to if they aren't complying with the rules and regulations of that burial ground
- To organise meetings of the Environment working party, producing an agenda and minutes and ensuring that actions are completed.
- To organise the road closure for the Old Heathfield Remembrance parade ensuring that the necessary permission is obtained, that there are sufficient signs and barriers in place and that there are enough stewards to ensure that people are kept safe
- To be part of the Theobalds Green working party and identify areas for improvement
- To attend occasional meetings of outside bodies when required
- To attend training courses or seminars as required by the Council
- To produce the monthly article for the Heathfield magazine
- To undertake such other duties as may be required from time to time
- To Clerk meetings of the CBD committee, producing agendas, minutes and papers for the meetings
- To ensure that risk assessments from hirers are received and acceptable and to proof read documents identifying any errors

- To Clerk the Chamber of Commerce meetings producing agendas and minutes
- To handle work relating to the Memorial Hall House and to act as required.

Key Responsibilities:

To contact required third parties such as licensing, Sussex Police and ESFRS for all events and obtain required permissions. To ensure that successful events are organised and run.

To ensure the smooth operation of the Parish Council's burial grounds. This involves taking enquiries from funeral directors and others, issuing plot numbers, issuing invoices and ensuring the appropriate fees are received and recorded, ensuring that plots are marked and arranging for shoring equipment to be made available. To arrange for a member of the caretaking staff to be present whilst the grave is dug to ensure compliance with health and safety procedures. To undertake inspections of the burial grounds to ensure compliance with rules and regulations. To undertake the writing up of records in the burial books and RBS software system or other system as required and ensuring they are kept up to date.

To occasionally attend and take minutes of meetings of the Council's Committees when required.

To help to identify and research environmental improvements that can be made by the Council or its contractors.

To ensure the preparation of necessary documentation for working party meetings including agendas and to produce minutes of the Environment Working Party and of the Events Working Party in the Administration Assistant's absence. To ensure all arising actions and instructions are completed.

To undertake general administrative and office duties and such other duties and projects as may be required from time to time as instructed by the Clerk to the Council to ensure the smooth running of the Council