

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place
FARINGDON, Oxfordshire, SN7 7HL
Telephone 01367 240281
office@faringdowntowncouncil.gov.uk
www.faringdowntowncouncil.gov.uk
Clerk: Katherine Doughty



Faringdon Town Council *requires a part time* **Activities & Events Officer**

**Salary £31,537 - £34,434 FTE (LC2 18-23) (£29,832 - £32,573 pro rata)
depending on experience and qualifications.**

Part time 35 hours per week.

**Local Government Pension Scheme (Oxfordshire County Council).
24 days holiday per year (rising to 30) plus statutory holidays (all pro
rata with hours worked)**

Faringdon Town Council is looking to appoint an Activities & Events Officer to manage the Information Centre, museum and organise community events with support of other team members (including line management duties). This is a varied and busy role delivering community events and being at the heart of the Town Council's reception and Information Centre activities.

**Closing Date: Noon 5 December 2025
Interviews week commencing: 15 December 2025**

For further details please visit
www.faringdowntowncouncil.gov.uk/job-vacancies
or contact
Katherine Doughty on 01367 240281 or by email
townclerk@faringdowntowncouncil.gov.uk



Faringdon Town Council holds Quality Gold status, reflecting our commitment to excellence in governance and service delivery.

FARINGDON TOWN COUNCIL

Activities & Events Officer

JOB DESCRIPTION

Job Title: Activities & Events Officer

Grade: SCP 18 - 23

Hours: 35 to include occasional evening and weekend work

Responsible to: Town Clerk

Responsible for: Information Centre, Cinema and Museum staff and Volunteers

Budget responsibilities: Information Centre, Museum and Cinema

Main Duties:

1. To manage the Town Council reception and Information Centre
 2. To manage the museum
 3. To manage the cinema
 4. To organise ad hoc activities and community events
-
1. **Management of the Town Council reception/Information Centre to include:**
 - 1.1. To act as Line Manager for the Information Centre/Town Council Reception staff - including support for health and safety, training, supervision and annual appraisals.
 - 1.2. Ensuring budgetary control of staffing, sales and purchasing, and to report quarterly to the Finance and Audit Committee.
 - 1.3. Oversee all work and undertake administration of the Information Centre/Town Council Reception.
 - 1.4. Work with various partners and stakeholders to promote Faringdon as a tourist destination.
 - 1.5. Oversee promotion of the Information Service.
 - 1.6. Assist in the promotion of the Town Council.
 - 1.7. Undertake operational problem-solving, as required.
 - 1.8. Manage social media and website content for the Information Centre and Reception.
 2. **To manage the museum**
 - 2.1. To oversee and implement all work of the museum and associated projects and exhibitions.

- 2.2. Ensuring budgetary control of staffing, sales and purchasing and to report quarterly to the Finance & Audit Committee.
- 2.3. Work with the Oxfordshire Museums Service, various partners and stakeholders as required.

3. To oversee the management of the cinema

- 3.1. To oversee all work of the cinema and outdoor screening(s).
- 3.2. To line manage the Cinema Supervisor including support for health and safety, training, supervision and annual appraisals.
- 3.3. To oversee publicity and social media.
- 3.4. To ensure a programme of innovative screenings and events are planned.
- 3.5. Ensure budgetary control of staffing, sales and purchasing, and to report quarterly to the Community and Partnerships Committee.

4. To organise adhoc activities and community events

- 4.1. Organise and deliver a series of 'core' community events including the Christmas Lights Switch On and the installation of Faringdon's Christmas trees and decorations/lights. These events will be mutually agreed and budgets resolved in the previous financial (in alignment with the budget setting process) to enable appropriate organisation.
- 4.2. To organise and deliver seasonal trails, the running of stalls at local events, specialist days and ad hoc activities in accordance with resources available.
- 4.3. To be responsible for all event enquiries and identify engagement opportunities.
- 4.4. To consider and mitigate (where possible) all health and safety risk areas of events and produce event management safety plans in accordance with published guidance.
- 4.5. To secure road closure permissions and any other relevant licenses/permissions when required.

5. To source and apply for appropriate grant funding to support the work of the Town Council.

6. To attend training courses associated with the work and role as required by the Town Clerk

- 7. To undertake other such duties as may be required from time-to-time commensurate with the level of the post and, in particular, to provide cover for other office staff**

For all staff - You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety and for that of others affected by what you do, or do not do
- Co-operate on all issues involving health and safety
- Use work items provided for you correctly, and in accordance with training and instructions
- Do not interfere with, or misuse, anything provided for your health, safety or welfare
- Report any health and safety concerns to your line manager as soon as practicable

Person Specification

Your essential skills, knowledge and experience

- Experience either in a public sector environment or other relevant experience
- Good presentation and numerical skills
- Excellent communication skills both orally and written
- Good organisational skills
- Excellent interpersonal skills
- Experience with Microsoft Office, particularly Outlook (email and calendar), Word, Excel and PowerPoint
- Experience of updating a website
- The successful applicant will be required to undertake a DBS check.

Desirable skills, knowledge and experience

- Line management/HR supervision experience
- Experience of working for a Town or Parish Council
- Point of Sale system and customer care experience desirable
- Experience with the use of social media and the internet; in particular, channels such as Twitter and Facebook
- Ability to employ a range of traditional, social and digital communication methods
- Experience of using and updating a WordPress website

Your qualifications

- 'O' level or equivalent academic qualifications, or relevant experience
- A local government qualification such as ILCA or CILCA or willingness to undertake such a course with one year of appointment.

Your style and behaviour

- Positive approach and "can-do" attitude
- Ability to adapt to changing circumstances
- Ability to manage own workload and responding flexibly to changing needs and demands
- Ability to communicate effectively in oral and written forms to a wide variety of audiences
- Ability to work as an individual and as a member of a team
- Ability to grasp issues and requirements quickly and to hit the ground running
- A commitment to valuing diversity and equality, and to respecting residents, councillors and colleagues in all relationships and aspects of service delivery
- Ability and willingness to attend meetings in out-of-office hours

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Recruitment Pack

Nestled in the picturesque Vale of the White Horse, Faringdon is a small, historic market town renowned for its panoramic views and rich cultural heritage. From its pretty perch atop a golden limestone ridge, Faringdon overlooks two beautiful river valleys, the Ock and the Thames. Its prominent position at the junction of ancient roads has made it a historic centre for trade and travellers throughout the centuries.

Faringdon's Inns have been welcoming visitors for centuries, including Cotswold wool merchants and cloth traders. In the 18th century, Faringdon became a renowned staging post, beloved for its ales, good food, and many inns. Today, these inns, restaurants and coffee shops continue to provide hospitality and comfort for locals, tourists, and walkers alike. The beautiful market place boasts independent retailers to discover and enjoy, while ramblers can explore the well-marked footpaths, many of which begin just moments from the town centre.

The Town Council employs 14 members of staff with the Town Clerk heading the team. Everyone plays their part in contributing to the Town Council's vision and mission of:-

Our vision for Faringdon is of a sustainable town that meets the needs of its residents.

Our mission is to provide a representative voice for the community and offer practical support to maintain the sustainable economic and social wellbeing of the town.

Faringdon Town Council holds Quality Gold status, reflecting our commitment to excellence in governance and service delivery.

Finding the right fit for this role is essential, both for the successful candidate, our team and for our community. Therefore, this information pack aims to provide you with a clear understanding of the expectations, qualifications and benefits associated with the position. Should you have any questions or require further information, please do not hesitate to contact us.

We look forward to the possibility of welcoming you to our team and working together to achieve our shared goals.

You can find further information about our town and Faringdon Town Council on our website:
www.faringdowntowncouncil.gov.uk

Warm regards

Cllr. Alan Ford
Town Mayor
Email: Cllr.Ford@faringdowntowncouncil.gov.uk



Further information and the Interview Process

Please complete the application form attached. Please demonstrate how you meet the person specification. Candidates will be shortlisted for interview using the key criteria.

You will receive details of your interview which will confirm the date, time, venue and interview panel.

Please bring with you:-

- Original qualification certificates relevant to the post.
- Proof of eligibility to work in the UK (further guidance can be found at www.gov.uk/browse/visas-immigration/work-visas.)
- Two address verifications.
- Driving licence.

Pre employment checks

All offers of employment are made subject to pre-employment checks which could include:-

- Receipt of at least two satisfactory references which must cover the last three years of employment.
- Verification of employment history through references provided and supporting explanation for gaps in employment.
- Academic qualification identified as essential for the post.
- Verification of professional qualifications and memberships.
- Verification of identity/nationality and immigration status/right to work in the UK.

Faringdon Town Council Committee Responsibilities

Facilities Committee The Corn Exchange The Pump House (& Old Theatre) Oakwood Park Tucker Park Play Area Town Park Land adjacent to Willes Close All Saints' Churchyard Highworth Road Layby The Elms Tennis Court Tidy Team Portwell Pump Bus Shelters Salt Bins Christmas Lights Allotments Planning & Highways Committee Planning: Statutory Consultee on all planning issues Neighbourhood Plan Connectivity Working Party	Community and Partnerships Committee Faringdon Regent Cinema Community Events Community Engagement Youth Grants The Place Children's Centre Finance & Audit Committee Financial control and audit Budgeting and Precept Risk Assessment, Health & Safety Faringdon Information Centre & Museum Website Grants sub-committee (Grants to Local Groups) Staff sub-committee Sole trustee of Tuckers Recreation Ground Sole trustee of Faringdon War Memorial/Old Town Hall
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Faringdon Town Council Strategic Plan 2023 – 2027

Vision

Our vision for Faringdon is of a sustainable town that meets the needs of its residents.

Mission

Our mission is to provide a representative voice for the community and offer practical support to maintain the sustainable economic and social wellbeing of the town.

Strategic Objectives

Engagement

- To consult and communicate widely to engage residents of all ages.
- To promote and encourage public participation
- Improve engagement with local businesses
- To work in partnership with key stakeholders

Environment

- Improve the appearance of Faringdon, whilst celebrating its heritage and uniqueness.
- Connect and integrate the town by advocating safer cycling and walking routes
- Support the economic development of the Town Centre
- Promote and support the FTC climate change agenda
- Work to ensure the shortage of leisure space is addressed

Economics

- Manage our finances transparently and adhere to legislation and policy
- Ensure adequate funding is allocated to maintain and improve our buildings and services
- Expend CIL funding to mitigate the impact of an increasing population
- Ensure that objectives set are deliverable with adequate resources allocated
- Seek grant funding to deliver objectives where possible
- Make FTC grants available to assist and benefit Faringdon residents
- To deliver services that are economic and efficient

Short Term Objectives (Jan 2024 – May 2026)

1. Support the Town Centre
2. Promote all town council good work and improve communication.
3. Climate change – continue to tackle with active working party.
4. To compile list for CIL spending to take to consultation with residents.
5. Consider ways to address lack of amenity space
6. Install a multi-use games area in Faringdon.
7. Support the production of a Local Cycling and Walking Infrastructure Plan (LCWIP)

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APPLICATION FOR EMPLOYMENT

CONFIDENTIAL

Please complete in black ink or type

Application for the post of:

Employment History

Please provide details of your work experience including previous posts with your present employer, unpaid voluntary or casual work. If you have undertaken periods of other responsibilities raising family or caring please include these as well.

Present (or most recent) Employment

Name and Address of Employer:

Position Held

Is this your current job?

Yes / No

Start Date

Leaving Date (if applicable):

Notice Required

Basic Salary / Wage

Other Allowances

Reason for Leaving

Key responsibilities and / or achievements:

- 1.
- 2.
- 3.
- 4.

All Previous Employment		
Name and Full Address of Employer	Start date, leaving date, position held and main responsibilities – giving salary	Reason for Leaving

Please continue on a separate sheet if necessary

Please give details relating to <u>any gaps</u> in your <u>employment history</u>

Education

Please provide brief details of your education. Please enter most recent first

Name of Educational Establishment (School, College, University etc)	Qualifications obtained with dates, subjects and grades

Please continue on a separate sheet if necessary

Training

Please provide details of all training and development undertaken relevant to this post

Training Course and Organiser/ Development Activity	Date and Outcome (Grade Achieved where relevant)

Please continue on a separate sheet if necessary

Membership of Professional Bodies

Body	Membership Type

Knowledge and Skills

The information provided in this section will be used to decide if you will be invited to the next stage of the selection process. It is essential therefore that you cover the requirements listed in the person specification for the job.

1. Qualifications

2. Experience / Knowledge

3. Administration and Organisational Skills

4. Communication

5. Flexibility and Responsiveness

6. Information Technology

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7. Special Requirements

References

Please give the name and address of two people who can provide an assessment of your suitability for this post. One of these should be your present/most recent employer. If you have not been in paid employment since leaving full-time education, please give the name of your tutor or lecturer. Please indicate by marking clearly with an asterisk (*) if you do not want us to contact them prior to a conditional offer being made.

Name	Address
Email Address if available	
Position Held	Day Contact Number
_____	_____

Name	Address
Email Address if available	
Position Held	Day Contact Number
_____	_____

APPLICATION FOR EMPLOYMENT – MONITORING FORM

CONFIDENTIAL

Please complete in black ink or type

THIS FORM IS NOT PART OF THE SELECTION PROCESS
(The information you provide will be treated in the strictest of confidence)

Application for the post of:

Personal Details

Surname:		Forename:	
Preferred Name:		Preferred Title:	
Address:		Email:	
Daytime Phone No.:		May we contact you on this number during the application process? Yes / No	
Evening Phone No.:		National Insurance No.:	

Right to Work and Visas

Are you eligible to work in the UK?		Yes / No
If yes, do you have a current visa to work in the UK?		Not required / Yes / No
If you do have a current visa:		
What type of visa is it?		
Reference number (if applicable)		
Start date (if applicable)		
Expiry date (if applicable)		
Any other comments:		

Relatives / Other interests
Are you, to your knowledge, related to, or do you have a close personal relationship with any Member or Officer of Faringdon Town Council? Yes / No If yes, please state the name of the person and the capacity in which you are known to them.

If appointed, do you have any business and/or financial interests which might conflict with the duties of the post?	
Yes / No	If yes, please give brief details

Rehabilitation of Offenders Act 1974
Please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs that are not 'spent'. The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as 'spent'.

Supplementary Information						
<table border="1"><tr><td colspan="2">Flexible Working</td></tr><tr><td>Do you wish to apply for this job on the basis of flexible working?</td><td>Yes / No</td></tr><tr><td>If yes please give details of your preferred work pattern or other request</td><td></td></tr></table>	Flexible Working		Do you wish to apply for this job on the basis of flexible working?	Yes / No	If yes please give details of your preferred work pattern or other request	
Flexible Working						
Do you wish to apply for this job on the basis of flexible working?	Yes / No					
If yes please give details of your preferred work pattern or other request						

Recruitment Monitoring
How did you find out about this vacancy? Where appropriate, please give specific details of the website or publication.

Declaration

I declare that that the information in this form and the accompanying application form has been completed by me and all the information I have given is accurate and complete to the best of my knowledge. I accept that if I have given any information which I know is false or if I withhold any relevant information it may lead to my application being rejected or if I have been appointed to my dismissal.

I consent that under the General Data Protection Regulation and the Data Protection Act 2018 the information contained in this form and my application form may be processed by Faringdon Town Council, who will ensure the information will be stored on a computer fairly and lawfully and will not be disclosed to any person/s for any other purposes.

I give my permission for Faringdon Town Council to process and retain information about me contained in this form in accordance with the General Data Protection Regulation and the Data Protection Act 2018.

Signed..... Date:

Name:

If you submit your application by email, this document will be stored along with your email message as a record of your declaration.