

BARTON-UPON-HUMBER TOWN COUNCIL



EVENTS & BOOKINGS OFFICER

About the Role

Barton Town Council is seeking to appoint a highly organised and proactive Events & Bookings Officer to support the planning, coordination, and delivery of a wide range of community events and activities.

The successful candidate will also be responsible for managing bookings for the Assembly Rooms, ensuring the venue is used effectively and that all events run smoothly.

This is an exciting opportunity for an individual with strong administrative and communication skills who enjoys working in a fast-paced environment and contributing to successful events from initial planning through to delivery

Hours and Salary

- 30 hours per week over 5 days in the office
- Working hours to be confirmed; flexibility is required as some evening and weekend work may be necessary to support events
- Salary: SCP 8 – £13.90 per hour
- Benefits: Employer contributions to the Local Government Pension Scheme
- The post is subject to a six-month probationary period

Key Responsibilities

- Provide administrative support for the planning, organisation, and delivery of council events and activities
- Manage and maintain the Assembly Rooms booking system, ensuring accurate records and efficient scheduling
- Maintain event calendars, schedules, and planning documentation
- Liaise with venues, suppliers, contractors, and external partners
- Process venue bookings, registrations, payments (where applicable), and attendee communications
- Attend the monthly Saturday market assisting the set up and take down as well as being the main point of contact for the stall holders on the day
- Assist with on-site event delivery, ensuring events run smoothly and efficiently
- Maintain accurate databases and records relating to bookings, attendance, and event feedback
- Respond promptly and professionally to enquiries from residents, organisations, and stakeholders
- Support the council in promoting events and activities where required
- Ensure compliance with relevant health and safety and council procedures
- Be confident in using social media in a way of promoting council events and activities
- Research the market of current hire facilities in the area identifying a gap in the market

The post is based at the Town Council Office within The Assembly Rooms, Queen Street, Barton-upon-Humber.

Candidates must be able to demonstrate relevant experience to this post.

Please contact the town council via email townclerk@bartonuponhumbertowncouncil.gov.uk telephone 01652 633598 or The Council Office, The Assembly Rooms, Queen Street, Barton-upon-Humber, DN18 5QP, to obtain an application form and supporting documentation.

Expressions of interest to be submitted by Friday 10th April 2026
Interviews to take place Wednesday 22nd April 2026