



ACTIVITIES COORDINATOR

REPORTS TO	CITY DIRECTOR/ DEPUTY CITY DIRECTOR
JOB PURPOSE	To assist the City Director and senior members of staff with events and administration. The Activities Coordinator will play an important role in ensuring that the City Council achieves its objectives and ensures the efficient working of the Council and the functions it undertakes.
WORKING HOURS	Part-time, 18.5 hours per week Work base: City Council Offices, Ffordd Gwynedd, Bangor LL57 1DT Generally, these hours will be worked during normal office hours but with a degree of flexibility to allow for attendance at City Council events.
PAY SCALE	LC SCP 10 (£27,694 per annum) £14.35 an hour/ Pro rata - £12,742.80 per annum Part-time, Fixed Term 6 months with the possibility of being made permanent The successful candidate would be expected to complete a six-month probationary period. Pay increased in line with the National Association of Local Council annual pay awards.
PENSION SCHEME	Local Government Pension Scheme.
JOB PROFILE:	The Activities Coordinator is a key role within Bangor City Council and is often the first point of contact for members of the public and external stakeholders. The post holder will play a pivotal role within a small, proactive Council team, working in a varied and fast-paced environment. The role requires close collaboration with members of the public, Council officers, elected Members, and external partners. The post holder will be responsible for the coordination, administration, and delivery of a programme of activities and events that support community engagement and contribute to the strategic objectives of Bangor City Council.

DUTIES AND RESPONSIBILITIES

1. To assist and support the City Director with any administrative duties, as necessary
2. To assist the Deputy City Director with activities at HWB Dinas Bangor, as necessary
3. To liaise with suppliers and contractors, as required
4. To play a key role in maintaining and updating the City Council's social media platforms
5. To liaise with the City Council's website manager on updates and to maintain information so that it is relevant and up-to-date
6. To play an important role in establishing Bangor as a key visitor destination
7. To answer the telephone in a prompt and courteous manner and deal with queries and signpost callers as necessary
8. Being the first point of contact for any queries from members of the public when they visit the City Council offices. Signpost any visitors or queries to the relevant persons
9. To provide support to the Senior Administration Officer, with events and administration tasks as required
10. To carry out any other lawful administrative duties

PERSONAL DEVELOPMENT

1. To attend training sessions, as necessary, to contribute to personal performance

PERSONAL SKILLS

1. High standard skills/competencies in IT (Word, PowerPoint, Excel, etc)
2. Dealing with the public in a professional manner, face to face, by phone and with electronic communication methods.
3. Readiness to be flexible.
4. The ability to work with a range of people.
5. The ability to work independently and as part of a Team.
6. The ability to speak or understand Welsh
7. Able to respect confidentiality.

This job description is not intended to be an exhaustive list of duties. The City Council reserves the right, after appropriate consultation with staff, to vary the duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the service.

Signed by Jobholder:

Date:

Signed by City Director:

Date:

PERSON SPECIFICATION

REQUIREMENTS	ESSENTIAL	DESIRABLE
A good standard of education, educated to GCSE level	E	
Previous working experience in Office Administration	E	
Experience of working within a busy office environment and dealing with conflicting priorities	E	
To be confident in dealing with contractors and suppliers on behalf of the City Council		D
Previous working experience in assisting with event planning		D
To be able to demonstrate an understanding of Social Media platforms	E	
The ability to lead on City Council projects, such as establishing Bangor as a key visitor destination	E	
The ability to manage your own workload and work to deadlines	E	
Proficient in the use of ICT/ Computers and software packages Microsoft Office 365, Microsoft Word, Outlook & Excel	E	
To be able to work as part of a team and independently on tasks	E	
The ability to communicate and write in English	E	
The ability to communicate and write in Welsh		D