**Date effective: February 2024**

**MAIN PURPOSE OF THE POST:**

To be responsible for the day-to-day management and strategic development of Shrewsbury Town Council’s sports and recreational facilities, large events, fishing rights and markets.

To assist in the delivery of special events and promotions, to be Designated Premises Supervisor for any areas of responsibility and be the first point of contact for any such licensed events.

To ensure compliance with licensing & events management, reporting to the Unitary Council’s Emergency Planning Team & the Safety Advisory Group to ensure compliance.

**RESPONSIBLE TO:** Deputy Town Clerk

**RESPONSIBLE FOR:** Markets Officers

**OTHER RELATIONSHIPS:**

* Member of the Council’s Management Team
* Close working with team leaders to confirm bookings are compatible with work programmes
* Reports to and attends Recreation & Leisure Committee meetings
* Working Relationships with: Councillors, Strategic Partners, Contractors, Clients, Shropshire Council Officers & Councillors
* Close links with the Safety Advisor Group, Emergency Services and Regulatory Bodies as well as event organisers, market traders, sports pitch users, anglers and the general public

**CONTACTS:**

**Internal** 20%: All Shrewsbury Town Council staff

**External** 80%: Local Members, market traders and staff, clients, residents, local stakeholders and governing bodies

**MAIN DUTIES:**

**Leadership**

1. To act as lead officer for the day-to-day management of Shrewsbury Town Council’s indoor market to ensure compliance, all income due to the Council is received and accounted for; and to ensure facilities are staffed and promoted to maximise income, to oversee the contract(s) and/or other arrangements for markets operated under licence to the Council. To liaise with Unitary Council’s designated lead officer over markets issues. To ensure market rights are being protected.
2. To take responsibility for generating income for the Town Council including via roundabout and recreational ground sponsorship.
3. To be the Town Council’s Designated Premises Supervisor for the purpose of Premises Licences and ensure compliance with such licences and the Licensing Act, applying for new/amendments to premises licences if

deemed appropriate and to ensure conditions attached to licence are adhered to and that all appropriate inductions are carried out where event organisers/clubs have reliance on Town Council Premises Licences.

1. To act as lead officer for the management of risk in relation to events/activities on Town Council premises, ensuring that all Emergency & Regulatory Services are informed and the Safety Advisory Group is notified, ensuring all recommendations from which are put in place.
2. To ensure Monkmoor Recreation Ground is appropriately managed and all income banked in accordance with council policy.

**Partnership Working**

1. To develop relationships and agreements with external fishing clubs, sports clubs and teams and the public for the licencing of use of Town Council owned facilities.
2. To attend, as the Councils representative, such meetings of the Shrewsbury River Group and Shrewsbury Angling Management Committee as is deemed necessary and appropriate.
3. To be the Town Council’s lead contact with regional and national governing bodies in relation to the management of Town Council assets; these shall include, but are not exclusive to National Association of British Market Authorities, National Market Traders Federation, Angling Trust, Environment Agency and Shropshire Football Association

**Management of Resources**

1. To manage the Town Council’s Events diaries on all assets ensuring compliance with current policy and any Premises Licences, appropriate use of Council assets and any necessary reinstatement, appropriate payment of fees in accordance with the Fees & Charges Policy and efficient invoicing and banking of income.
2. To manage the arrangements for visiting fairs, circuses, special events and promotions.
3. To oversee the event management of Town Council initiated events such as Christmas Lights Switch-on and Carols in The Square, ensuring Event Management Plans are completed and communicated to the relevant Emergency & Regulatory Services and all personnel are acquainted with all necessary actions.
4. To put in place and/or monitor appropriate procedures for the management and operation of Shrewsbury Town Council’s fishing rights.
5. To regularly monitor and review the income and expenditure budgets and operational procedures (including risk assessments etc) for all areas of responsibility and to ensure that any matters of concern are brought to the attention of the senior officers.
6. To prepare any licence or access agreements relating to the use of Council land.

**Operational Duties**

1. To respond to emergency call-outs in respect of those premises and/or sites within the post holder’s area of responsibility including weekend activities.
2. To contribute towards the compilation of the annual Risk Register and sign off any relevant actions.

**Other Duties**

1. To assist other sections within the Shrewsbury Town Council as and when required.
2. To undertake additional duties as required, commensurate with the level of role. Note: This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the Council in understanding the prime function of the post. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities associated with and covered by the grading of the post.

**PERSON SPECIFICATION**

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| **ESSENTIAL** | **DESIRABLE** |
| **Qualifications/Education/Training** |
| * A minimum five years’ experience (at supervisory level) in the provision and operation of sports, leisure and recreational facilities; and appropriate professional qualifications.
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| **Experience** |
| * Experience of building effective and productive working relationships.
* Experience of maximising income generation, managing budgets and contracts, including the market testing of contracts.
* Experience of managing resources, finance, assets and projects.
* Experience of introducing innovative working in a multi-disciplinary environment.
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| **Knowledge** |
| * Knowledge of current/future issues facing local government and the delivery of public services.
* Knowledge and experience of the development of performance management frameworks.
 | * Understanding of Local Government responsibilities, systems and procedures and the governance, operation and legal work in which the Council operates including procurement processes within the public sector.
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| **Skills and competencies** |
| * Ability to work to strict deadlines and under pressure.
* Good Standard of literacy and numeracy.
* Ability to communicate effectively, both verbally and in writing, with others at all levels, both internally and externally.
* Interpersonal skills with the ability to develop and maintain good relationships with staff, councillors, external bodies, contractors and the public and work as part of a team.
* Ability to organise and prioritise own and others work with limited supervision.
* Management skills with ability to monitor performance of others to achieve targets.
* IT literate with sound working knowledge of MS Office packages.
* Effective problem solving skills – ability to analyse problems and situations.
* Ability to maintain confidentiality.
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| **Personal Attributes** |
| * Self-reliant and self-motivated.
* Flexible, pro-active and “hands-on” approach to tasks.
* Community focussed.
* Commitment to the delivery of quality service.
* Personal commitment to own professional development.
* Ability to foster good relations.
* Mature and common-sense approach.
 | * Proven ability and enthusiasm to change.
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| **Special Conditions** |
| * Ability to respond to changes in workload and changing priorities by carrying out the role in a flexible manner which may include working extended hours at the beginning/end of the day/weekends/Bank Holidays.
* Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job.
* Willingness to travel to a variety of sites.
* Must be flexible, as the post may be based at various locations.
* Full UK driving licence.
* Willingness to attend Council and Committee meetings and functions in the evenings and at weekends.
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