



## Bracknell Town Council



### Events Co-ordinator/ Pavilion Supervisor Vacancy

**£19,430.00 - £26,822.00**

**An exhilarating opportunity has arisen at Bracknell Town Council to promote and manage the facilities and join a brilliant team.**

Bracknell Town Council is responsible for the maintenance of the majority of the recreation areas and play facilities within the Bracknell Town area of Bracknell Forest Borough.

We seek an enthusiastic and skilled marketing professional to showcase the exciting new pavilion that is currently under construction at Great Hollands Recreation Ground. The new pavilion will have a coffee shop managed by Town Council staff but also a private function room that can be let out for a multitude of uses. The Pavilion sits within 40 acres of public open space and offers, tennis, bowls, cricket, football, Park Run, fitness trail as well as a assessable water feature and new play area.

Your job will be to design leaflets and set the marketing strategy for Bracknell Town Council once you have learnt all the intricacies of the areas that Bracknell Town Council manages. The job will initially be based at Brooke House in the midst of Bracknell's vibrant new town centre. As the job progresses it is anticipated that the job holder will be based at the new pavilion and will only work at Brooke House on an ad hoc basis or if the need arises.

#### Responsibilities/ Key Tasks:

- Manage, promote and encourage a diverse use of all Bracknell Town Councils facilities, hall bookings and outdoor events programme.
- Responsible for the day to day operational management of the hall and shop facilities at the Town Council's pavilions including legal requirements and health and safety.
- Marketing.
- Administration cover at Brooke House.
- Comply with the Council's Health and safety requirements to achieve a safe working environment for staff and customers.

#### More information and how to apply:

**For further detailed information of the job role and to obtain an application and equal opportunities form please visit:**

**[www.bracknelltowncouncil.gov.uk](http://www.bracknelltowncouncil.gov.uk) or contact:**

**01344 420079 [enquiries@bracknelltowncouncil.gov.uk](mailto:enquiries@bracknelltowncouncil.gov.uk)**

**CLOSING DATE: 9am 23rd April 2018**