

ECONOMIC DEVELOPMENT TOURISM AND MARKETING OFFICER JOB
DESCRIPTION MAY 2022

Reports to - Town Clerk

Hours – 20 per week. Office based 9.30 to 1.30 Monday to Friday inclusive.

Salary – LC2 covering Spinal Column points 24 to 28

Specific Responsibilities

1. To support the Town Council's Accessibility Strategy and Working Group.
2. To work in identifying any potential sources of grants or other external funding to enhance Belper Town Centre and its heritage offer and to compile funding applications to external organisations including central and local Government.
3. To develop and maintain positive working relationships with Town Centre businesses and other Town Centre users in connection with the Council's events, tourist offer and promotional activities. To develop and implement promotional incentives to encourage increased numbers of visitors to the Town.
4. To manage the Council's town enhancement opportunities including – St Georges flags, Christmas Tree scheme, Hanging Baskets and sponsorship of roundabouts etc.
5. To develop a database of businesses in Belper.
6. To carry out any project work/actions arising from Council recommendations as directed by the Town Clerk.
7. To share responsibility with the Assistant Town Clerk for telephone, face to face and email enquiries relating to the work of the Council.
8. To support the Assistant Town Clerk with delivery of all Town Council events.
9. To attend and assist with Town Council events as required.
10. To carry out any other duties reasonably requested by the Town Clerk and the Council.
11. The post will include some evening, weekend and Bank Holiday work.