



Engagement & Events Support Officer

Salary: SCP 12-17 (£28,592 – £31,022 per year, 2025/26 rates)

Hours: 37 hours per week (including evenings and weekends)

Barry Town Council is seeking to appoint a highly organised and proactive Engagement & Events Support Officer to provide essential administrative and operational support to the Engagement and Events Team and to the Mayor. This varied and rewarding role is central to the smooth delivery of civic life in Barry, supporting mayoral duties, community engagement and a wide programme of civic and corporate events throughout the year.

The postholder will be responsible for managing the Mayor's diary and correspondence, coordinating invitations and engagements, and providing comprehensive administrative support to the Engagement and Events Team. Duties will include maintaining civic records and assets, managing contact databases in line with GDPR, supporting the administration of the Mayor's charity account, and ensuring civic facilities, robes and regalia are maintained to a high standard. You will also assist with enquiries, compile data for reports, provide cover for committee administration when required, and support services such as the Council's Litter Picking Loan Scheme.

A key element of the role is supporting the planning and delivery of civic, mayoral and community events, including major annual occasions such as Mayor Making, the Civic Service and Remembrance activities. You will take responsibility for organising smaller events, liaising with partners and community groups, assisting with publicity, social media and graphic design, and attending events to support their successful delivery. The role also includes helping to prepare press releases and ensuring the Council's event information is kept up to date and accessible.

We are looking for a flexible and enthusiastic individual with strong administrative and organisational skills, excellent communication abilities and a positive, can-do approach. You will have an understanding of working within a public-sector or civic environment, a commitment to equality, diversity and health and safety, and an awareness of the Welsh Language Act and its application in service delivery. The role requires occasional evening and weekend working to support events. In return, Barry Town Council offers the opportunity to play a key role at the heart of civic and community life, contributing to events and engagement activities that make a real difference to the town.

To view the job description and download an application form, please visit <https://www.barrytowncouncil.gov.uk/current-vacancies/>

Please send completed application forms to info@barrytowncouncil.gov.uk before the closing date. CVs will not be accepted.

Closing Date: Monday 26 January 2026 at 12pm

Interviews: Week Commencing 2 February 2026