

Job Advertisement

CROWTHORNE PARISH COUNCIL

Part-Time Project and Events Officer (15 hours per week)

FIXED TERM CONTRACT OF ONE YEAR

Salary: Commencing at National Joint Council new scale point 9 progressing to scale point 12 (FTE £20,344 to £21,589 pro-rated for 15 hours to £8,247.56 to £8,752.30)

Crowthorne Parish Council are seeking to appoint a Project and Events Officer based at the parish office. The post is part-time (15 hours per week) on a fixed term contract of one year in the first instance, although this may be extended dependent on funding and ongoing and anticipated projects at the anniversary of appointment and is subject to the satisfactory completion of a 6-month probationary period. The hours are Monday to Friday 2pm-5pm but would include occasional evening and weekend work. e.g. for events and meetings.

It is envisaged that the successful candidate will have a proven ability in the delivery of successful projects and events as well as excellent numerical and communication skills and be educated to at least GCSE level Grade 5/C in Maths and English. Experience and competence on Microsoft packages including WORD, Outlook, Excel and Publisher are essential to the role.

The person appointed will need to have their own car and current driving licence as will have to drive to some off-site meetings. The council reimburses mileage cost for travel undertaken by staff in their own vehicle to offsite meetings and events related to the role.

The person will primarily be responsible for the administration of a number of projects/events for the Parish Council and this will include liaising with contractors, local councils and Parish Councillors

The successful applicant will work alongside the clerk and the other office-based staff. To succeed in this role, they should have excellent time management and administration skills. They must be able to demonstrate an ability to work on their own initiative and to have experience of balancing priorities.

Ultimately, the Project and Event Officer's duties are to ensure that all projects and events are delivered on time, within budget and meet high quality standards. The successful candidate will also be responsible for seeking appropriate grant and sponsorship funding for council projects, events and activities.

For further details please contact Mrs Melanie Saville (Clerk to the Council) for further information on 01344 771251. All applicants to complete the application form and submit a CV by email to clerk@crowthornepc.org.uk .

Closing Date for applications on 16 September 2019

Interviews will be scheduled during week commencing 23 September 2019.