

## Job Advertisement



### **CROWTHORNE PARISH COUNCIL**

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

#### **FIXED TERM ONE YEAR CONTRACT TO COMMENCE ASAP**

Salary: Commencing at National Joint Council new scale point 15 progressing to 24 (FTE £23,541 to £28,672 pro-rated for 15 hours to £9,543.65 to £11,623.78).

Crowthorne Parish Council is seeking to appoint a Project and Events Officer.

Although this is a combined projects and events role, it is anticipated that the work during the initial fixed term period will be mainly 'project' based and will include the delivery of infrastructure projects. **The successful candidate must therefore be able to demonstrate a proven ability to plan and deliver infrastructure projects** including those based on the outcome of the 3 year strategy survey which is currently open to residents' participation.

Experience of delivering successful events, particularly community/public events in a non-commercial/corporate environment would also be beneficial but is not as critical as the ability to deliver infrastructure projects.

The post is part-time (15 hours per week) on a fixed term contract commencing as soon as possible, 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 actual work pattern is to be agreed between the successful applicant and Parish Clerk although you would normally be expected to work your core hours within the Monday to Friday 9am-5pm window when our other staff, contractors and stakeholders are readily available (although there may be some flexibility for the ideal candidate provided this fits the needs of the Council). During the period leading up to the delivery of critical project or events the hours may increase to 20 per week (for which the candidate will be paid or receive Time Off in Lieu ). The requirements of the role are such that the person appointed would need to work occasional evenings and weekend/bank holidays. e.g. for events and meetings.

The successful candidate requires 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 as well as Canva 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 07788 372444. **All applicants must complete the application form and submit a CV** by email to [clerk@crowthornepc.org.uk](mailto:clerk@crowthornepc.org.uk) . Applications via CV alone or Facebook will not be considered.

Closing Date for applications mid-day on Wednesday 24 November 2021

Interviews will be scheduled during week commencing 29 November or 6 December 2021

**THANK YOU FOR YOUR INTEREST IN THIS ROLE**