



CANVEY ISLAND TOWN COUNCIL COMMUNITY AND EVENTS OFFICER

Salary SCP 11 - 15
(£24,054 to £25,878)

The Council is looking for a person with enthusiasm and vision to organise the Council's public events and to promote the Council's activities through newsletters, its website, and the media.

The successful applicant must be able to demonstrate a sound administrative background, excellent interpersonal and communication skills, and a good understanding of the process of organising community events. An understanding of the local government environment is desirable but not essential.

In return you will be offered an excellent nationally based benefits package including a competitive salary and local government pension scheme. The post is part-time (22.5 hours per week, working Wednesday to Friday), and will require regular attendance at evening meetings and weekend working.

If you feel you have the necessary skills to fulfil this post, please contact the Town Clerk on clerk@canveyisland-tc.gov.uk for an application pack (or download the details from www.canveyisland-tc.gov.uk)

Closing date for applications: 10th March 2023