



CANVEY ISLAND TOWN COUNCIL COMMUNITY AND EVENTS OFFICER

Salary SCP 10 - 12
(£27,694 to £28,598)
(Pro rata)

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.

This role involves some physical activity as part of your daily work. You'll be required to lift and carry items of events equipment, stand or walk for extended periods and work in varying weather conditions.

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 and enjoy staying active and working hands-on, 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: 17th April 2026