



**** Vacancy ****

Events & Community Engagement Co-ordinator

Reporting to: Clerk to Thrapston Town Council

**Hours of Work: 20 hours per week Monday – Friday (times negotiable)
Permanent Part-Time**

**Salary: SCP 15 - 19 (depending on experience)
£23,541 - £25,481 pro-rata (£12.24 - £13.24 per hour)**

Location: Town Council Office at 77 High Street, Thrapston

Thrapston is a small town in East Northamptonshire, situated close to the River Nene and is at the Junction of the A14 and A45. The Council has 13 Councillors, 5293 electors and a precept for 2021/22 of £380, 649. The future for Town Councils is a challenging one given the recent changes that have taken place.

Applications are invited for the post of Events & Community Engagement Co-ordinator from those with a genuine interest in working for the Council to deliver a first-class service to the community.

The Events & Community Engagement Co-ordinator will

- be responsible for ensuring the smooth running of events
- oversee all aspects of event planning and management of all Town Council and Mayoral events
- actively seek to engage with the community and promote the Town Council
- promote the Town Council's activities and news on its social media channels and website
- be responsible for designing and creating promotional literature.

We are looking for someone who is highly motivated, enthusiastic and community focused. You will bring sound administrative, communication and organisational skills; be flexible in approach and be able to meet deadlines, with an ability to work either in a team or alone. **This post includes some evening and weekend work.**

For further details and to receive an application pack please contact the Town Clerk using the details below.

Closing date for applications: **Friday 1st October 2021**

Town Clerk, Private & Confidential
Thrapston Town Council
77 High Street, Thrapston
Northamptonshire NN14 4JJ
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Email: clerk@thrapstontowncouncil.gov.uk