



## CANVEY ISLAND TOWN COUNCIL COMMUNITY AND EVENTS OFFICER

Salary within range  
£21,693 to £23,111

(To cover Maternity Leave)

A post has arisen for a capable individual to cover the existing role of the Community and Events Officer in order 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.

The post will be to cover maternity leave and the hours of work will ordinarily be 9.00am - 5.00pm, Monday - Friday but will include a requirement to attend evening meetings and weekend events.

If you feel you have the necessary skills to fulfil this challenging post, please call the Town Clerk on 01268 683965 or e-mail [clerk@canveyisland-tc.gov.uk](mailto:clerk@canveyisland-tc.gov.uk) for an application pack.

Closing date for applications: 24<sup>th</sup> January 2019