



**Oakengates
Town Council**
THE HEART OF TELFORD

Do you want to be part of a forward-thinking team in a progressive Council? Do you share our vision of serving our community?

About You

We are looking to recruit highly motivated people to support in the organisation and delivery of a wide range of events and activities to benefit the community, including young people and their families.

We currently have the following part-time vacancy for an Events Assistant: -

- x1 role: hours are negotiable up 18 hours per week (permanent)

Grade NJC LC1 7-12 (£24,294 to £26,421) pro rata
Work Pattern Monday to Friday (work pattern is flexible to suit the business needs of the Council, but may be subject to change within school holidays).

If you have the enthusiasm, recent relevant experience and skills to join our team, please contact Oakengates Town Council to request an application form. Please note CV's will not be accepted.

Applicants shortlisted and invited to interview will be required to complete a Self-Declaration and Disclosure form. In addition to this, successful applicants will be required to undertake a DBS check.

At Oakengates Town Council, we value equality and welcome applications from everyone meeting the person specification and job description.

Applications to be returned by email or post to:

Email: TownClerk@oakengates-tc.gov.uk

Post: The Town Clerk
Oakengates Town Council
The Wakes, Theatre Square
Oakengates,
TF2 6EP

Telephone: 01952 567500

Application forms should be returned by 12noon on Monday 8 July 2024, interviews will be on **Wednesday 17 July 2024.**