



Selattyn and Gobowen Parish Council

Part Time vacancy - Temporary Projects Officer

Working for our Community

This is an exciting opportunity for anyone with project management experience to scope and deliver projects for a proactive and vibrant council in north Shropshire.

Applications are invited for the post of Temporary Projects Officer to Selattyn and Gobowen Parish Council. The post is part time 20 hours per month to be worked flexibly. This is a six month post. The postholder will be expected to work mainly from home with on-site work as required. The postholder will be required to attend the monthly Parish Council meeting held at 7pm on the second Wednesday of each month.

The Temporary Projects Officer will be responsible for researching, presenting, sourcing funding, planning and delivering projects, including projects to enhance the facilities at Gobowen Playing Fields.

The successful applicant should be computer literate. First class organisation, communication and interpersonal skills are a necessity as is the ability to work as part of a team. Previous local government experience is desirable but not essential.

The conditions of employment and remuneration are based upon the National Association of Local Council's salary recommendations. The salary range is LC2 SCP 18 to 28 (£30,559 to £37,938) pro rata depending upon qualifications and experience.

An application form and job description can be obtained by contacting clerk@selattyn gobowen-pc.gov.uk.

Closing date 12noon Friday 28th February.

Interviews will be held on Tuesday 11th March.