



Northampton TOWN COUNCIL

EVENTS & PROJECTS OFFICER

JOB SUMMARY

Contract Type: Permanent

Working Pattern: Full time (some weekend working required)

Deadline for applications on 28/2/2022 at 23:59

Salary: SCP26 £30,451 – SCP30 £33,782 Annually

Hours per week: 37 hours Employment

Location: Northampton Guildhall

The newly created Northampton Town Council is committed to delivering projects and events to the town and building on its reputation as a creative and dynamic place where quality of life is enhanced by a range of vibrant festivals, events and projects.

An exciting opportunity has arisen for an enthusiastic, innovative and self-motivated individual to join the council and lead this new era as the Town Council takes on responsibility for events from West Northants Council and as we look to make our mark in delivering fantastic projects. The successful candidate will be part of the journey to deliver extraordinary and unexpected event and project experiences for residents, businesses and visitors alike.

Duties will include operational planning and delivery of a number of high profile events such as the annual fireworks at the Racecourse, Remembrance Day, and Christmas light switch on. The post holder will also work closely with local groups as we support them in the organisation and delivery of events such as Diwali, Eid and Carnival.

The post holder will also take the lead on many of the projects that are being led by the town council such as Northampton in Bloom, the delivery of our grants programmes and working closely with our Climate Emergency Forum to deliver many of their projects.

We are looking for an individual who is enthusiastic, motivated and creative with the ability to make decisions under pressure and deliver great events and projects.

In return you will get:

- Generous holiday entitlement (25 days going up to 30 after 5 years service) plus bank holidays
- Access to the Local Government Pension Scheme
- Training to support you in your role and develop your career
- Chance to help direct and shape a brand new council

- Opportunity to work in the historic Guildhall

For detailed information on this role, please refer to the Job Description and Person Specification..

For a further informal discussion, please contact Stuart Carter (Town Clerk) clerk@northamptontowncouncil.gov.uk or Julie Thorneycroft (Assistant Town Clerk) Julie.thorneycroft@northamptontowncouncil.gov.uk, on 01604 349310

An application form is available to download and further information is available from <https://www.northamptontowncouncil.gov.uk/events-and-project-manger.html>.

