



Northampton TOWN COUNCIL

EVENTS & PROJECTS OFFICER

JOB SUMMARY

Contract Type: Maternity Cover (14 Months)
Working Pattern: Full time (some weekend working required)
Deadline for applications on **THURSDAY 28th MARCH 2024**
Interview Date: **Friday 5th April 2024**
Start Date: **Tuesday 7th May 2024**
Salary: SCP25 £33945 – SCP29 £37336
Hours per week: 37 hours Employment
Location: Guildhall, Northampton

FURTHER INFORMATION

Northampton Town Council is committed to delivering projects and events in the town and building on its reputation as a creative and dynamic place where quality of life is enhanced through a range of popular festivals, events and projects.

An exciting opportunity has arisen for an enthusiastic, innovative and self-motivated individual to join our busy events team. The post is initially to cover maternity leave for a period of 14 months commencing 7th May 2024. 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, the Balloon Festival, Eid and Northampton Carnival.

The post holder will also support many of the projects that are led by the town council such as Northampton in Bloom, the delivery of our heritage projects and working closely with partners to deliver other 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.

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) or Julie Thorneycroft (Assistant Town Clerk), on 01604 349310

An application form is available to download and further information is available from www.northamptontowncouncil.gov.uk/work-for-us.