## Vacancy – Part-time, 15 hours per week

## Events and Services Officer

Stony Stratford Town Council is seeking an enthusiastic and motivated person to run its events and help manage its services, The postholder will undertake a wide variety of duties to support the smooth and effective operation of the Council and its services.

We are looking for someone who has a real passion for Stony Stratford (including Fullers Slade and Galley) and a good knowledge of existing organisations and groups. The role will involve developing, delivering and supporting projects to keep Stony Stratford moving forward and helping to ensure it’s a great place to live, work and visit.

This role is very varied and requires an individual with strong organisational and inter-personal skills, along with excellent computer literacy.

**Job Role:** Events and Services Officer

**Location:** Council Office, The Library@5-7 Church Street MK11 1BD

**Council:** Stony Stratford Town Council

**Working Hours:** Part-time, 15 hours per week notionally Weds, Thurs and Friday (office based/flexible) with some evening/weekend work.

**Salary:** £24,496 to £26,845 pro-rata (LC1 Points 12-17 £12.73 to 13.95 per hour) depending on experience (pay award pending).

**Pension:** Local Government Pension Scheme

**Benefits:** Flexible Working and Employee Assistance Programme

Stony Stratford Town Council is recognised as one of the most forward-thinking younger Councils in the country, delivering an expanding portfolio of services to the population that it serves. Applications are invited for this exciting and varied new position created for the Councils activities and services.

**Summary:** event management, monitoring Town Council assets and contracts. Customer services. Assisting with monthly and annual events. Support for the Town Clerk and Deputy Town Clerk on large projects and in carrying out the duties and responsibilities of the Town Council.

A candidate pack (including the job description, person specification and application process) is available online here: <https://www.stonystratford.gov.uk/2024/10/vacancy-for-events-and-services-officer/>

**or** from Stony Stratford Town Council, The Library@5-7 Church Street MK11 1BD Tel: (01908) 566726 or email: office@stonystratford.gov.uk

**Closing date for applications: Friday 22nd November 2024, 5pm**

**Interviews are likely to be held in the week commencing Monday 2nd December, during the daytime.**

