

**VACANCY - Community Events Officer**

Duston Parish Council is looking for a creative & enthusiastic person to join their team. The successful candidate must be community focused and will provide comprehensive admin support to the Business & Community Development Manager as well as assisting with the development of community engagement through a varied programme of events and initiatives within the parish.

 **Hours:** 16 hours per week – Core office hours to be agreed plus flexible working hours including some weekends and evenings to support events as required.

**Salary:** LC1 SCP 15–17 (£17,972 - £18,672) pro rata determined subject to experience

**Location:** Duston Parish Council Office, Pendle Road, Duston, NN5 6DT and community working in surrounding areas

For further details or to request an Application Pack, please contact;

 Alison Grantham, Business & Community Development Manager, Duston Parish Council

01604 583626 bcdm@duston-pc.gov.uk

Or download from our website: www.duston-pc.gov.uk

Closing date for applications: 5pm Friday 22nd February 2019

Interviews: Week commencing Monday 4th March 2019