

Ackworth Parish Council

Project and Event Manager

Ackworth Parish Council is looking to appoint a Project and Event Manager to the Council for a period of at least 2 years, 16 hours a week on a 2-year Fixed Term Contract, with the drive, determination and organisational skills to manage some exciting projects that will vary in size and stature. Flexible working arrangements will be considered for the right candidate, but occasional evening and weekend work will be required.

The post holder will work closely with the Clerk and Councillors to ensure all Ackworth Parish Council projects are completed on time, within budget and meet high quality assurance standards. They should be able to work as part of a small team, yet also be confident working on their own initiative.

The ideal applicant will have previous experience as a Project Officer or similar role, from conception to delivery and be able to demonstrate enthusiasm for working with the local community and organisations.

For an application pack including a Person Specification, Job Description and Application Form to apply, please contact the council using the details below:

Please note that CV's will not be accepted, applicants must complete and return an application form to apply.

Closing date for all applications is: **11 April 2022.**

Interviews expected to take place week commencing: **25 April 2022**

Anticipated start date: **6 June 2022**

Website: www.ackworthparishcouncil.gov.uk

Email: info@ackworthparishcouncil.gov.uk

Telephone: 01977 611583

Ackworth Parish Council Community Centre
Bell Lane
Ackworth
Pontefract
WF7 7JH