



## **CHEPSTOW TOWN COUNCIL**

### **ROLE ADVERT**

**ROLE TITLE:** Community Projects Officer

**GRADE:** CTC Grade 5 NJC Spinal Column Point SCP 17 – 20  
(Starting £24,491 pro rata)

**HOURS:** Part Time - 18 hours per week

**LOCATION:** The Gatehouse, High Street, Chepstow

Chepstow Town Council wishes to employ an experienced Community Projects Officer to work with the Council to deliver their priority projects. The Town Council undertook to declare a Climate Emergency in late 2019 and has more recently agreed to carry out a Whole Place Plan and the Community Projects Officer will lead on these and a range of other projects to support the work programme focusing on environment and wellbeing.

The post holder will need to supervise and administer projects and report monthly to either Full Council or its Committees. They will be required to identify and apply for potential funding to sustain projects and core activities.

The key aspects of the role are to ensure that Council projects are delivered on time, to budget and to the required quality standard. The post holder will ensure that the project is effectively resourced and manage relationships with a wide range of community stakeholders.

Application forms and details of the post are available via the Town Council's website at [www.chepstow.co.uk](http://www.chepstow.co.uk) or from the Town Clerk, Chepstow Town Council, The Gatehouse, High Street, Chepstow NP16 5LH.

**E-mail [clerk@chepstow.co.uk](mailto:clerk@chepstow.co.uk) or telephone 01291 626370 for an informal discussion.**

**Closing date for applications: 12 noon Friday, 16<sup>th</sup> October 2020**

**Interviews will be week commencing Monday, 26<sup>th</sup> October 2020**