



HEATHFIELD AND WALDRON PARISH COUNCIL

EVENTS, ENVIRONMENT AND BURIALS OFFICER

**Salary SCP 24 within scale SCP 24 - 28 £34,314 - £37,938 (pro rata)
30 hours per week**

Applications are invited from suitably qualified and experienced persons for the part-time position of Events, Environment and Burials Officer. Applicants must have a good general level of education, be experienced in events management and/or project management, preferably in a local authority context. Ideally they should also have experience of managing a burial ground and of environment improvements. Excellent administration, IT and communication skills are essential. The post involves working at the weekend and evenings when the occasional event is being held or there is the occasional evening meeting.

The Council serves a population of approximately 11,500 with a precept in excess of £500,000 and is an active and progressive authority.

The Council is committed to the development of its employees and offers training for the successful applicant to obtain their Introduction to Local Council Administration (ILCA) if they don't already have this, along with other training opportunities. We also work hard on improving the Wellbeing of our staff. You will need to have a positive and friendly outlook, be hardworking and reliable and be able to work effectively as part of a small team.

Please note - successful applicants will be required to attend for interview on 5th March 2025.

Closing date for applications: Noon on 25th February 2025
Date of Interviews: 5th March 2025

For an application pack, please contact

Miss H Johnson,
Clerk to the Council
Heathfield and Waldron Parish Council
73 High Street
Heathfield
East Sussex
TN21 8HU

Tel: 01435 865700
Email clerk@hwpc.org.uk
www.hwpc.org.uk