

**TIBSHELF PARISH COUNCIL**  
**COMMUNICATIONS AND PROJECT OFFICER**

15 hours per week (reviewed after 6 months)

Starting Salary Point 18 NALC Salary Scales £24313 (pro rata £9856) per annum

£12.64 per hour

Tibshelf Parish Council are looking to appoint an individual who can take on the challenge of their newly created role of Communications and Project Officer

Working directly to the Resources Committee, the role will work with the Parish Council to raise the Council's profile through their social media channels and will also be key in developing and delivering projects which will meet the needs of diverse sectors of the community and promote the work of Tibshelf Parish Council.

We are looking for an enthusiastic, self-motivated and confident individual who has the experience of working with a range of people, but also has the ability to promote the Council's work through social media and deliver on challenging and demanding projects or initiatives

If you have the experience and drive we are looking for, then we would like to hear from you

**CLOSING DATE**      Noon on Tuesday 27<sup>th</sup> August 2019

**INTERVIEWS**        Week commencing 2<sup>nd</sup> September 2019

**CV'S WILL NOT BE ACCEPTED**

You can download a job description, person specification and application form from the Parish Council's website [www.tibshelfparishcouncil.gov.uk](http://www.tibshelfparishcouncil.gov.uk)

Or e mail [theclerk@tibshelfparishcouncil.gov.uk](mailto:theclerk@tibshelfparishcouncil.gov.uk)

Please mark emailed applications

**PRIVATE AND CONFIDENTIAL – APPLICATION FORM** in the subject line

Completed application forms should be in sealed envelopes marked

**PRIVATE AND CONFIDENTIAL – APPLICATION FORM**

and addressed to:

Tibshelf Parish Council,

110 High Street

Tibshelf

DE55 5NU

01773 875093