



## **Projects Officer - Bognor Regis Town Council**

**Council:** Bognor Regis Town Council

**County:** West Sussex

**Salary:** £27,041 to £31,346 (Scale point 22-27)

**Hours:** 37 per week

**Closing Date:** 29<sup>th</sup> November 2021

Bognor Regis also known as Sussex by the Sea is a well-known traditional seaside resort with a population of c.27, 000 in the five wards of the town in the county of West Sussex. It is a very pleasant coastal town with many sites of historical interest nearby and is nationally recognised as being one of the sunniest towns in Great Britain.

We are a progressive Council seeking to appoint an ambitious, creative, highly motivated and enthusiastic person to take on the role of Projects Officer. The post will support the Town Clerk in helping the Council achieve its statutory obligations and community objectives. The suitable candidate should be able to promote the interests of the town by forging strong partnerships with community groups, stakeholders and partners. Some project management experience would be desirable.

The ideal candidate will be an excellent communicator, with a positive 'can do' attitude, who can demonstrate strong governance and proven financial management skills combined with the ability to think strategically. The successful candidate will support the Town Clerk's role as principal advisor to the Council through clerking both the Community Engagement and Environment Committee, and the Events, Promotion and Leisure Committee. This would also include any ancillary meetings arising from those committees.

Day to day activities will include: - managing committee and meeting processes with regard to timetables, deadlines and statutory requirements; good organisational skills and the ability to manage and prioritise a variety of tasks and busy workload; attending meetings and preparation of agendas, reports and minutes; and the maintenance and monitoring of the relevant committee budgets and expenditure. This list is not exhaustive, please refer to the job description and person specification for more details.

We offer an excellent benefits package including competitive salary and local government pension scheme.

The post is full time (37 hours per week) and will require some evening and occasional weekend working. As an employer we are committed to equality of opportunity for all our residents and staff and there may be future opportunities in line with the Council's policy on succession planning.

Application forms are available on the website: [www.bognorregis.gov.uk](http://www.bognorregis.gov.uk).

Email [glennafrost@bognorregis.gov.uk](mailto:glennafrost@bognorregis.gov.uk) or phone 01243 867744.

Please note that CVs alone will not be accepted, applicants must complete and return an application form to apply.