



**Project Officer**  
**Wellington Town Council**  
**37 hours per week**  
**£24,948 - £27,344 subject to experience**

These are exciting times at Wellington Town Council and we are looking for someone to join our small team to work with us to deliver the Council's vision for Wellington.

Based in our offices in Wellington, the successful candidate will have project management experience and will work with us to deliver a number of projects including developing and delivering our Carbon Reduction Strategy, considering how we make best use of a 64 acre area of land known as the Green Corridor, working with the local community in an area of the town to build a community hall and developing a local plan for the town.

The successful candidate will have experience of project management, working with communities and fundraising. An understanding and appreciation of environmental issues would be an advantage.

#### **THE PURPOSE OF THE ROLE**

1. To oversee and undertake the management and implementation of a range of projects, from the conception stage through to delivery, in accordance with the Council's Vision and Work Plan, to deliver the Council's aspirations.
2. To seek funding opportunities to support project delivery.
3. To ensure that appropriate consultation and marketing supports all projects.
4. To work with Councillors and members of staff to deliver the objectives of the Town Council, through engagement, collaboration, and development.

If you would like an informal chat about the role please contact Dave Farrow, Town Clerk on 07983 697740. For an application form and job description please call 01823 662855 or email [info@wellingtontowncouncil.co.uk](mailto:info@wellingtontowncouncil.co.uk)

Closing date for applications 27 January 2023