

Haslemere Town Council

Project and Amenities officer

30 hours per week (negotiable)

**Starting salary £25,481 per annum - pro-rata based upon 37 hr Week
Local Government pension scheme**

This is an exciting opportunity to apply for a job at the centre of community life in Haslemere, providing practical support for our external spaces, including inspection of allotments / playgrounds and ad hoc remedial work / to other assets and administration of our CCTV system. In addition to this you will provide project management and administrative support for council projects.

You will need to work effectively in a small team and take responsibility for your own workload and competing priorities. You must be highly motivated, able to work under pressure and with a good attention to detail. Good interpersonal skills are required and a willingness to support a wide range of activities. Occasional evening and weekend / bank holiday work is required. A Health and Safety qualification would be desirable.

For an informal discussion and full job description contact Mrs Lisa O'Sullivan, Town Clerk, between 10am and 3pm Monday, Wednesday and Friday.

Telephone: 01428 654305

E-mail: town.clerk@haslemeretc.org

Applications by way of CV with covering letter, to be addressed to the Town Clerk, either by email or sent to Haslemere Town Council, Town Hall, High Street, Haslemere, Surrey GU27 2HG.

Closing date Friday 27th August

Interviews 1/2/3 September