



Vacancy Warsop Parish Council Events & Liaison Co-ordinator ref WPC25-02

Job Title – Events Co-ordinator Permanent 18 hrs per week usually Tue, Wed & Thurs 09:00 – 13:00 with remaining hours to suit the requirements of the post.

Location – Warsop Town Hall Office Based

Salary - NJC SCP 13-17 - £14.60-15.58 per hour, depending on qualifications and experience (pay award pending). Enrolment in the Local Government Pension Scheme.

Application Closing Date – midnight 24 August 2025. Interviews to be held at a scheduled time on **4th or 5th September 2025** between 10.00 and 18.00 at Warsop Town Hall.

About the role

Warsop Parish Council are seeking a highly organised and experienced Events and Liaison Co-ordinator, based at Warsop Town Hall to plan and deliver exciting and participative community events across the year. The successful candidate will also have responsibility for producing and circulating at least 3 editions of Warsop Parish News each year along with keeping areas of the Council website up to date. This is an exciting opportunity in an ambitious Parish Council delivering high quality services to our community.

The Events and Liaison Co-ordinator will need strong organisational and planning skills to create and co-ordinate local events. Excellent communication and interpersonal skills will be essential to build relationships with local businesses, stakeholders and the community. The ability to manage multiple projects simultaneously, meeting deadlines and working within agreed budgets will be key in this role, along with strong problem-solving and creative thinking. Experience of community engagement, event planning and proficiency in the use of Microsoft Office are essential for this exciting role, alongside enthusiasm and a passion for community engagement in Warsop Parish.

This is a permanent role of 18 hours per week, based at the Town Hall, usually working Tuesday, Wednesday and Thursday mornings. There is some flexibility around hours to accommodate attendance at Parish Council events on evenings or at weekends, which will be essential.

How to Apply

Application form, job description and person specification are available from theclerk@warsopparishcouncil.co.uk. Only applications on the Parish Council application form will be considered.