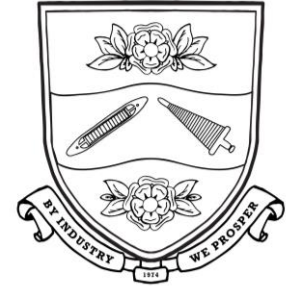


Community Support Officer
Todmorden Town Council

Salary- £27,803 - £29,269 per annum (SCP 15-18)
37 hours per week (some evening and weekend work)



TODMORDEN TOWN COUNCIL

Todmorden Town Council is seeking a Community Support Officer to support the Town Council in its community engagement, working closely with the Council Officers and on occasion elected Members.

The successful applicant will have excellent communication skills, attention to detail and experience of working within the community. There is a requirement for some evening and weekend work.

The Community Support Officer will assist the Town Clerk of Todmorden Town Council with their duties as required and will specifically be responsible for furthering the Community Engagement. All duties are to be carried out in accordance with the Council policies and regulations.

Job descriptions and application forms are available on the Town Council's website at: <https://todmorden-tc.gov.uk/vacancies/>

Selection Process

A decision on the **short-list** of applicants to be considered for interview will be taken and candidates will be notified as soon as possible.

Interviews will be conducted in Todmorden, by means of a panel made up from within the Town Council.

Presentation

A verbal presentation on Helping voluntary groups to become more effective will form part of the interview (maximum of 10 minutes).

Additional Interview Requirements

If you have a disability and need an adjustment made to any part of the process please let us know. If you wish to discuss any concerns about the application process and scheduling in this respect, please contact the office on 07706322037

Completed application forms and a copy of your presentation should be returned by email to Naomi Crewe, Town Clerk at: townclerk@todmorden-tc.gov.uk

Closing date for applications: 9am – 20th August 2024
Interview date: TBC 4th September 2024
Start date: w/c 1st October 2024