

**Community Support and Events Officer
(Maternity Cover – 18 Months)
Todmorden Town Council**

Salary: £25,152.97per annum (SCP 17)
Hours: 30 hours per week (including evening and weekend work)
Contract: Fixed-term (18 months maternity cover)
Start date: 1st August 2026



TODMORDEN TOWN COUNCIL

Todmorden Town Council is seeking a Community Support and Events Officer (Maternity Cover) to support the Town Council in its community engagement and events programme, working closely with 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 and events.

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

Job descriptions and application forms are available on the Town Council's website:

<https://todmorden-tc.gov.uk/vacancies/>

Selection Process

Shortlisting will take place between 17th June – 30th June 2026, and candidates will be notified as soon as possible thereafter.

Interviews will be conducted in Todmorden by a panel made up of members of the Town Council.

Presentation

A presentation on “*Effective Events Management in a Community Setting*” will form part of the interview (maximum of 10 minutes).

Interview Date

14th July 2026 (TBC)

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 or scheduling, 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