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## Broomfield Parish Council

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### **Appointment of Community Events and Grant Funding Manager, Broomfield Village Hall.**

Broomfield Parish Council is the sole trustee of Broomfield Village Hall Charity and is seeking a Community Events and Grant Funding Manager for the Village Hall. This role involves the day-to-day management of the Hall and grounds to maximise their use for the benefit of the community, businesses and other organisations in the area, in conjunction with the Management Committee of the Village Hall and the Parish Council which acts as sole trustee.

The successful applicant will need to be able to demonstrate the following –

- Ability to organise regular community events, celebration and landmark events
- Experience in a Village Hall setting or similar
- An understanding of the grant funding process and likely sources of funding
- A commitment to delivering the highest standard of service
- Social media skills and the ability to administer a website
- Ability to manage and build relationships with partner charities and organisations
- Initiative and creativity to maximise the use of available facilities
- Integrity, good communication skills, enthusiasm and team working skills

The post is part-time and based in the Village Hall (25 hrs per week). The salary is £24,982 on a pro-rata basis. The successful candidate will be expected to deputise for the Village Hall Premises Manager. The Parish Council as sole trustee, is committed to the continuous development of staff and the opportunity for appropriate training and development will be provided.

To apply for this role, send an overview of your experience and resume to Broomfield Parish Council Clerk, Mark Hembury, at the following email address [clerk@broomfieldessex.co.uk](mailto:clerk@broomfieldessex.co.uk). Particular attention should be paid to providing evidence of the skills and qualities above.

**CLOSING DATE FOR APPLICATIONS: Friday 19<sup>th</sup> November**

Interviews will take place shortly thereafter.

#### **Employment equality statement**

Broomfield Parish Council is committed to providing equality of opportunity and will not unfairly discriminate against anyone on the basis of their sex, marital status, colour, race, nationality, ethnic or national origin, religion, disability, sexual orientation or age.