

VACANCY: PROJECTS & MEDIA CO-ORDINATOR 1 YEAR TEMPORARY MATERNITY COVER



For a copy of the job description, person specification and application form contact:

town.clerk@sedgefieldtowncouncil.gov.uk

Working pattern: 28 hours per week (Mondays to Thursdays 7 hours per day) based at the Town Council's offices, Front Street, Sedgefield and reporting to the Town Clerk.

Applicants are required to have 5 GCSEs (Grades A-C or equivalent including Maths and English) and be educated to degree or HND level. Applicants will need experience in researching, running and delivering projects; be self-motivated; able to take directions and adapt to change.

This is an exciting opportunity to be involved in overseeing projects directed by the Town Clerk including the production of our residents' newsletter, running our allotment sites, overseeing the operating of our website including uploads and minor design work, producing publicity material, assisting with diverse grant funding applications and assisting with the planning and delivery of community events. This role provides a good opportunity to learn about the diversity of work in the Town Council sector.

This role is paid in accordance with NJC Local Government pay scales Grade 5 £26,403 - £28,598 pro rata (with pay award pending nationally) and conditions including annual leave terms and pension scheme.

Closing date for applications is midnight on 11th October 2026.