



Lytchett Minster and Upton Town Council

Community Projects & Support Officer

SCP 08-11; £26,824 - £28,142 per annum (FTE)
25 hours per week

Lytchett Minster & Upton is a vibrant town with a strong sense of community. The Council is committed to promoting the Town's unique character, supporting local businesses and delivering events that bring residents and visitors together.

We are seeking a dynamic and creative person to join our small, dedicated team in the role of Community Projects & Support Officer. You will be required to develop and deliver our vibrant programme of annual events ranging from popular family events like our Community Picnic and Christmas Celebration events to our formal civic occasions such as Remembrance Day and Mayoral Events. You will also be able to identify new events and present concepts to the Council.

You will be responsible for events, whether part of the Council's own programme of town and civic events or working with our partners. You will be instrumental in promoting the work of the Town Council and delivering engagement processes that positively build on the reputation of the Town Council. You will be required to support the process in identifying funding opportunities and complete relevant applications to enhance the community and reduce the financial burden on the tax payer through the precept.

A sound administrative and customer service background is essential as the role will involve supporting the operation of the Public Help Centre including dealing with members of the public (face-to-face or via the telephone) and directing them to alternative service providers, where necessary. You will also be expected to attend evening Council meetings as and when required, and support the Town Clerk/Deputy Town Clerk in the preparation of agendas, reports and delivery of actions.

The post would suit an energetic, outgoing individual who has experience and skills in event management, fund-raising and administration. If this challenging and pro-active role in a small, friendly team is the job for you then please contact us for an application pack.

For an informal discussion about this role and a recruitment pack please contact Kate Osborne, Deputy Town Clerk by email at deputy@lytchettminsterandupton-tc.gov.uk or call 01202 632070

To apply you must complete our application form. Application packs are available from our website www.lytchettminsterandupton-tc.gov.uk.

Applications must be returned by 12 midday on 31 October 2025.
Interviews: week commencing 10 November 2025.