



How to contact us

Write to: Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW

Email: ltc@littlehampton-tc.gov.uk

Call: 01903 732063

Find us online: www.littlehampton-tc.gov.uk

Town Clerk – Laura Chrysostomou

Events and Town Centre Strategy Manager

Salary: NJC Scale 6 to SO1 SCP 18 to 25, £29,269 - £33,945
Location: The Manor House, Church Street, Littlehampton, BN17 5EW.
Contract: Permanent.
Working Pattern: Monday to Thursday 8:30-17:00, Fridays 8:30-16:30. Role involves out of hours/ weekend/ evening work.
Hours: 37 hours per week.

We are looking for a highly motivated and organised person to join our team. Somebody who is passionate about working with a variety of agencies to develop and deliver high profile community events and impactful projects to the benefit of the local economy and community.

The right candidate will lead in the delivery of the Town Council's programme of community events, arts and tourism initiatives that attract visitors to the area and meet the needs of the community. Working in the communications and events team you will be responsible for the delivery of major events such as Armed Forces Day and Screen on the Green to a range of smaller events and activities including the Sandcastle Competition and Christmas Lights Switch on.

This is a very exciting time for the Town Council as we are leading on the delivery of a Town Centre Strategy that will see a series of projects and initiatives being implemented to support the vitality of the Town. The role will be instrumental in leading the delivery of the Town Centre Strategy and other related initiatives. The applicant must demonstrate their organisation, communication and research skills with the ability to think creatively and manage their own workload of competing priorities. The post holder will be directly responsible for the Town Centre Strategy Project Officer and the Events, Marketing and Business Admin Support Apprentice.

In return we can offer 23 days annual leave, access to the Local Government Pension Scheme and discounted corporate membership at the Wave Leisure Centre in Littlehampton.

For an informal discussion about this role contact Sofia Chittenden, Communications and Marketing Manager via email schittenden@littlehampton-tc.gov.uk

If you are interested in this varied role, we would welcome an application from you. Please refer to the Job Description and Person Specification which is available below:

Closing date: Midnight Sunday 28 January 2024

Shortlisting: Monday 29 January 2024

Interview date: Friday 2 February 2024

Proposed start date: As soon as possible