



How to contact us

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

Email: tc@littlehampton-tc.gov.uk

Call: 01903 732063

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

Town Clerk – Laura Chrysostomou

Interim Events Manager

Salary:	NJC Scale 6 to SO1 SCP 18 to 25, £30,559 - £35,235 (depending on experience) £15.84 - £18.26 per hour
Location:	The Manor House, Church Street, Littlehampton, BN17 5EW.
Contract:	Fixed Term Contract for up to one year.
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 as the Events Manager. 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 community and economy.

The right candidate will lead in the delivery of the Town Council's 2025 programme of 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 reviewing our annual events programme with a view to developing a three-year programme for 2026 and beyond. The post holder will take the lead on research and community engagement activities. They will use the feedback to shape the event programme to meet the vision and strategic objectives outlined in our new Event Strategy as well as our Town Centre Strategy and its action plan, which outlines the importance of events in the strive for a vibrant town centre.

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 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 on our website shown above.

Closing date: Midnight Sunday 17 November 2024
Shortlisting: Week commencing 18 November 2024
Interview date: Tuesday 3 December 2024
Start date: As soon as possible