



Project Officer: Town Centre Strategy

Salary: NJC Scale 4 to 5 SCP 7-17 £25,584 to £30,060 (£13.26 to £15.58 per hour)

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.

Hours: 37 hours per week. Occasional out of hours/ weekend/ evening work.

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 impactful projects to the benefit of the local economy and community.

This is a very exciting time for the Town Council as we are leading on the delivery of a Town Centre Strategy through a series of projects and initiatives that support the vitality of the Town. Examples of which include working with artists to create shop window wraps for vacant premises, collaborating with partners to introduce a wayfinding project and commissioning video marketing campaigns to highlight the town's independent shops.

The role is instrumental in supporting the Communications and Marketing Manager in delivering the Town Centre Strategy and other related initiatives. The applicant must demonstrate their organisation, communication and research skills and will be expected to manage their own workload of competing priorities and think creatively.

You will create and maintain good professional working relationships with a range of regeneration project partners and liaising with numerous stakeholders including other Local Authorities, public and private sector organisations, elected members, residents, consultants, and contractors.

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 from the Town Council website www.littlehampton-tc.gov.uk/job-vacancies

Closing date: Midnight Sunday 13 April 2025

Shortlisting: Monday 14 April 2025

Interview date: Wednesday 23 April 2025

Start date: As soon as possible