

# JOB VACANCY

# COMMUNITY OFFICER



**Broadbridge Heath Parish Council is now recruiting!**

**Do you have a passion for engaging with the community and improving the quality of life for the residents of Broadbridge Heath?**

The role of Community Officer incorporates a range of activities and services for the benefit of the community of Broadbridge Heath. This includes community liaison, coordination of community groups, working in partnership with other agencies, safety inspections and general maintenance.

The role's four key objectives are:

- Assisting residents to navigate public services
- Building resilience and working towards a safer community
- Fostering community cohesion
- Helping keep the parish clean, safe and well presented

Various other duties will be expected as part of this post which are covered in the job description that will be made available to all applicants (see below). Previous experience in a similar role would be desirable but is not essential.

15-20 Hours per week- Hours are flexible and may well include some out of hours (evenings/weekends) emergency work  
(Combining this role with the Environment Officer role will be considered)

Salary based on NJC pay scale points **SCP 18 - SCP 23 (£12.98- £14.42 per hour)**. Opportunity to join the Local Government Pension Scheme (LGPS) administered by West Sussex County Council.

For further details and an application form please e-mail [clerk@broadbridgeheath-pc.gov.uk](mailto:clerk@broadbridgeheath-pc.gov.uk) or telephone 07716 130103.

The closing date for all applications is Friday 4<sup>th</sup> February 2022

Interviews are expected to take place in the week commencing 14<sup>th</sup> February 2022