



**ELSTREE AND BOREHAMWOOD TOWN COUNCIL**

**VACANCY FOR THE POST OF**

**PROJECTS OFFICER**

**2 Year Fixed Contract (Subject to Review)**

**(37 hours per week)**

**Starting salary subject to experience**

**c.£33,486 to £36,371**

**(NJC scales 29-32)**

The Council is seeking to appoint a Projects Officer commencing in Summer 2022.

This is a senior role within the Council initially on a fixed two year contract with the purpose of leading and delivering major projects of the Authority (such as a building refurbishment, Neighbourhood Plan and other initiatives arising from the expenditure of Community Infrastructure Levy (CIL) monies and/or other sources of income). The role will involve presenting update reports, managing budgets/fundraising and liaising with elected Members, Council Staff, stakeholders and the wider public.

The post is eligible for inclusion in Local Government Pension Scheme.

**Closing date for the receipt of applications is 31 May 2022, with interviews planned for Thursday 9 June 2022.**

**Applications welcomed by CV and covering letter only. By post or email [clerk@ebtc.org.uk](mailto:clerk@ebtc.org.uk)**

**For a Job Description and Person Specification or any further details please contact:**

**Elstree and Borehamwood Town Council, Fairway Hall, Brook Close, Borehamwood, Herts, WD6 5BT, Telephone 0208 207 1382 or visit the Council's website at [www.elstreeborehamwood-tc.gov.uk](http://www.elstreeborehamwood-tc.gov.uk)**

*Elstree and Borehamwood Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.*