



VACANCY

Project and Grants Officer

A vacancy has arisen for the position of Projects and Grants Officer (PGO) at Desford Parish Council. Desford Parish Council (DPC) is a progressive Council which is well funded and prides itself on delivering excellent service and facilities. The Parish consists of Desford, Botcheston, Newtown Unthank, Kirby Grange and Hunts Lane. There are twelve Councillors.

The PGO will report directly to the Clerk and Responsible Finance Officer (RFO) and will be responsible for helping with the administrative tasks of the Council.

The purpose of the role is to actively seek grant funding to ensure that projects are as fully funded as possible to reduce the need to cover the costs of projects through the Council Tax and to ensure that all projects proposed by the Council are actively progressed from inception to completion. Finally, the PGO will liaise with and provide cover for the Clerk during any absences.

The PGO will be employed for approximately 70 hours per month, mainly on a Tuesday and Thursday based at the Council office in Desford Library. This role also includes attending two evening Council meetings per month.

Remuneration will be competitive, equivalent to the NJC salary scales 18 to 23; (£14.21 to £15.67 per hour). The starting salary will be dependent upon previous experience.

This is an exciting role for a self-motivated individual who wants to make a real difference in the Parish of Desford. Residence in the Parish is not a pre-requisite.

DPC is an equal opportunities employer, and we welcome applications from all sectors of the community.

Please send us your CV and cover letter to the Clerk at:

The Parish Office, Desford Parish Council, Desford Library, Main Street, Desford. Leicestershire, LE9 9JP email to clerk@desfordparishcouncil.co.uk.

Applications should be received by midday on Monday 3rd April 2023 to:

Interviews will be held in the week commencing 17th April 2023.

For an informal discussion about the role, please contact the Parish Office on 01455 822993 (Tuesdays and Thursdays). Information about the Council can be found on our website:

www.desfordparishcouncil.co.uk