

# Anstey Parish Council

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## Job Vacancy

Post: **Events and Media Assistant**

Hours: 7 hours per week (1 Day Thursday) + meetings and events attendance

Salary Scale: SCPT 13 -17 starting at £14.60 per hour

Anstey Parish Council are looking to recruit an enthusiastic and reliable person to carry out the duties of Events and Media Assistant based at the office at Jubilee Hall.

Candidates should have excellent IT skills, good interpersonal skills and be able to work as part of a team. Previous experience working in events and media would be advantageous, however the Council is looking for someone with strong social media skills and the desire to be part of community events in Anstey.

As the Events and Media Assistant the role will be supporting the Staff and Events Committee with all the events carried out by Anstey Parish Council. These include Councillors Surgeries, Treasure Hunts, Parish Meetings, Hanging Baskets, Christmas Lights, Yard Sales, Party in the Park, Allotment Events, Remembrance Day and Winter Events.

For more information and the job description please visit the Anstey Parish Council Website [www.ansteypc.org.uk](http://www.ansteypc.org.uk) or contact Liz Hawkes at [Clerk@ansteypc.org](mailto:Clerk@ansteypc.org), Tel 0116 2362646

Completed applications should be returned by 12 noon on Friday 24<sup>th</sup> January 2025 to the Parish Office for the attention of Liz Hawkes, Clerk to the Council, Parish Office, Jubilee Hall, Staddon Road, Anstey, Leicester LE7 7AY or emailed to [clerk@ansteypc.org](mailto:clerk@ansteypc.org).