



Recruitment Plan Wincanton Town Council

1. Position to Be Filled – Project and Development Co-ordinator

Wincanton Town Council has created a working group – Wincanton For the Future, in partnership with the South Somerset District Council and the Town's Stakeholders. This group works closely with the Wincanton Stakeholder Group and Regeneration Board to deliver Town Initiatives and increase footfall in the Town.

2. Intention

The intention is to fill the position listed above by employing one part-time employee, to work 20 hours per week. The hourly salary will be £13.00 per hour however for a 4-month period (December 2020 to March 2021) with employer costs, the budget will be set at £10,000 to include expenses and a laptop.

3. Target Group

It is intended to target possible job applicants who have previous experience in project support and development and can demonstrate good administration, grant application skills and communication skills.

4. Method

The job would be advertised via local press and the Town Council website.

5. Evaluation of Applicants

We will evaluate the applicants using a weighted system that takes into account the following:

- In-person interview Professional references (10%)
- Evidence of Successful Grant Applications (20%)
- Work experience (30%)
- Education (20%)
- Good interpersonal skills (10%)

- Good communication skills (10%)

There may be an opportunity to work with South Somerset District Council who may extend the role from April 2021 subject to partnership funding being secured.

Advert for the role of Project and Development Co-ordinator

An exciting opportunity for an individual with driven and passion for community development until the end of March 2021 with the possibility for the role to be extended.

The individual will require strong grant application experience and project management experience. This is a diverse role offering community development and coordination activities to support the Wincanton for the Future Plan and Wincanton Regeneration Plan.

You will be working with a small team either home based or in the Town Council. The pay scale is £13:00 per hour with 22 days' holiday pro-rata (equivalent to 6 days for the four-month contract period)

If you wish to discuss the role further please contact Wincanton Town Council on 01963 31693

Further information to support the Wincanton for the Future plan and Good Stuff Fund can be found <http://www.wincantontowncouncil.co.uk/good-stuff-fund.html>

The application will close on Thursday 26th November 2020 at midnight

Interviews to take place on Monday 30th November 2020

Application form available from the WTC website. Submit completed applications to

Info@wincantontowncouncil.co.uk