



## VENUE & EVENTS ASSISTANT

37 hrs per week flexibly incl evenings/weekends  
Salary scale SCP 7-12  
Currently £20,444 TO £22,571 per annum inclusive

**Plus Local Government Pension Scheme**

It's guaranteed that no two days will be the same in the role of Venue & Events Assistant, so if you are looking for routine and the "same old", this isn't the role for you!

This is a new exciting opportunity for the right person, supporting the Venue & Events Officer with the running of the Corn Exchange and Café/Bar 1863 in the town centre and Burwell Hall, on Thorney Leys. You will also help deliver a year-round programme of sustainable cultural activities, and events in the Council's venues, which will be accessible to the whole community.

You will need to be creative, friendly, approachable with excellent customer service and communication skills. Be 'hands-on' and able to work as part of a team as well as working independently.

Applicants should have previous experience in a similar role or demonstrate transferrable skills and be able to have a flexible approach to their working week. You will be required to work unsocial hours.

Benefits include: competitive salary, automatic enrolment into the Local Government Pension Scheme (subject to eligibility), cycle to work scheme, supportive working environment - access to Employee Assistance Program. If you feel you are suitably qualified and able to meet the above criteria please download further information and an application form, [www.witney-tc.gov.uk](http://www.witney-tc.gov.uk).

For an informal chat to discuss your suitability for the role please contact Sharon Groth, Town Clerk & Chief Executive via her PA Loraine Harwood on 01993 704379.

Closing date for the receipt of applications is 12noon Friday 20th May 2022

**Witney Town Council is an Equal Opportunities Employer**

