

New Romney Town Council



REQUIRES

Part Time Facilities & PR Clerk

Initially 12 Months Fixed-Term

15 hours per week (plus occasional evenings)

Remuneration: National Joint Scale SP07-SP12

*Main duties to include: Administration and marketing of Town
Council premises and open spaces and preparation of
PR communications*

*Min requirements: 5 good GCSEs or equivalent inc. English &
Maths and ability to demonstrate a high level of spoken and
written language; clerical experience / computer literacy
essential*

For an application pack please contact:

**The Town Clerk, Town Hall, High Street, New Romney,
Kent TN28 8BT**

Phone: 01797 362348

Email: townclerk@newromneytc.co.uk

Closing date for applications: Fri 22nd Nov 2019