

## **Job Vacancy: Community Engagement and Grants Officer**

### **Pulborough Parish Council**

Swan View, Lower Street, Pulborough, West Sussex RH20 2BF

[www.pulboroughparishcouncil.gov.uk](http://www.pulboroughparishcouncil.gov.uk)

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### **Community Engagement and Grants Officer (Part-Time)**

**Salary:** SCP Grade 13, £29,064 Full Time Equivalent, 20 hours per week at £15.06 per hour.

**Location:** Swan View, Lower Street, Pulborough, West Sussex RH20 2BF

**Hours:** 20 hours per week (part-time)

**Benefits:** Local Government Pension Scheme (LGPS)

**Reports to:** Clerk/RFO

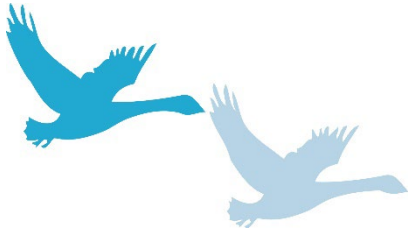
### **About the Role**

#### **Purpose:**

To develop, coordinate, and deliver community engagement, manage the council's grants programme, promote and develop the council's assets, and proactively identify and secure external funding to support local projects in line with council priorities.

### **Key Responsibilities**

- Develop and promote council assets (e.g., MUGA and future developments)
- Increase community involvement in council activities and decision-making
- Organise and attend community events, forums, and consultations
- Build relationships with residents, voluntary groups, and local organisations
- Act as a point of contact for community queries and feedback (including social media and email)
- Manage website content to ensure residents have access to council activities and meetings
- Promote and administer the council's grants programme
- Advise applicants, assess applications, and monitor grant-funded projects
- Research and apply for external funding opportunities
- Prepare publicity materials, newsletters, and website content
- Provide regular updates and reports to the Clerk/RFO and council committees



## Person Specification

### Essential:

- Experience in community engagement or partnership working
- Strong communication and interpersonal skills
- Organisational and administrative ability
- Ability to work independently and as part of a team
- IT literacy (including MS Office and social media)

### Desirable:

- Experience in grant administration, fundraising, or bid writing
- Knowledge of local government or the voluntary sector

## About Us

Pulborough Parish Council is dedicated to representing the best interests of our residents, improving quality of life, and enabling a vibrant, flourishing community. We are committed to good governance, community engagement, and continuous improvement. The Council manages several assets such as playgrounds, recreation grounds, games areas, allotments and nature reserves.

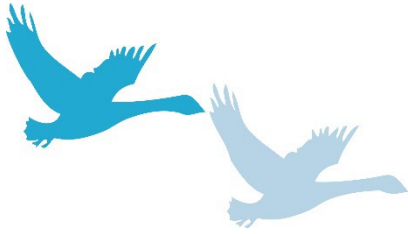
Pulborough is a historic village in West Sussex, home to around 5,000 residents. Renowned for its rich Roman and Saxon heritage, Pulborough sits at the meeting point of the A29 and A283 roads and enjoys a picturesque setting on the banks of the River Arun. The village is also ideally positioned on the edge of the South Downs National Park, making it a gateway to stunning countryside and local history.

## Our Values

- **Equality:** Everyone is of equal value and should be respected according to individual needs and abilities.
- **Equity:** We are fair, reasonable, and just in all activities.
- **Empowerment:** We help individuals take responsibility and participate in decision-making.
- **Accessibility:** We ensure equal access for all in employment and service delivery.
- **Quality:** We strive for the highest standards in service delivery.

## Employee Benefits

- Competitive salary in line with NJC pay scales
- Membership of the Local Government Pension Scheme (LGPS)
- Generous annual leave entitlement
- Family-friendly policies (maternity, paternity, adoption, parental leave)



- Flexible and hybrid working arrangements (where possible)
  - Commitment to training, development, and career progression
  - Supportive, inclusive, and respectful working environment
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## **How to Apply**

Please send your CV and covering letter to [Clerk@pulboroughparishcouncil.gov.uk](mailto:Clerk@pulboroughparishcouncil.gov.uk)

Or

Return your completed CV and covering letter to:

The Clerk to the Council

Pulborough Parish Council

Swan View, Lower Street, Pulborough, West Sussex RH20 2BF

**Closing date:** 17<sup>th</sup> May 2026

Pulborough Parish Council is committed to equal opportunities and welcomes applications from all sections of the community. For an informal discussion about the role, please contact the Clerk at the details above.