

# Job Title: Events and Grant Contractor

Location: Pulborough Parish Council, Pulborough, West Sussex

## **Position Overview:**

The Events and Grant Contractor plays a crucial role in facilitating the organisation, coordination and execution of events within the Pulborough community, as well as managing the grant application process for community initiatives. This position requires a dynamic individual with strong organisational skills, a passion for community engagement and the ability to effectively manage multiple projects simultaneously.

## **Key Responsibilities:**

### Event Planning and Coordination:

Collaborate with Pulborough Parish Council members to identify, plan and execute community events such as festivals, fundraisers, workshops and cultural celebrations.

Coordinate logistics for events including venue booking, permits, equipment rentals, catering, and transportation.

Liaise with vendors, performers, volunteers, and other stakeholders to ensure smooth event operations.

Develop and implement marketing and promotional strategies to maximise event attendance and community engagement.

### Grant Acquisition:

Identify and research potential grant opportunities from government agencies, foundations, corporations and other funding sources that align with the goals and priorities of Pulborough Parish Council.

Develop and maintain a comprehensive database of grant opportunities, including eligibility criteria, application deadlines and funding amounts.

Prepare and submit grant applications, ensuring compliance with all requirements and deadlines.

Collaborate with Council members and community stakeholders to identify funding needs and priorities for community projects and initiatives.

## **Qualifications and Skills:**

Proven experience in event planning, project management or grant administration, preferably in a community or municipal setting.

Strong organisational, time management and problem-solving abilities, with a keen attention to detail.

Excellent communication and interpersonal skills, with the ability to effectively engage with diverse stakeholders.

Proficiency in Microsoft Office Suite and other relevant software applications.

Ability to work independently with minimal supervision, as well as collaboratively in a team environment.

Flexibility to work evenings and weekends as required for event coverage.

**Additional Information:**

This contract position offers a competitive rate of pay at £240 per month. The contractor will be required to work approximately 3-4 hours per week, with flexibility to accommodate grant application deadlines and event schedules. Additionally, this is a renewable contract position, with contract renewals occurring every three months based on satisfactory performance and the availability of funding. The successful candidate will report to the Clerk and work closely with other members of the Pulborough Parish Council team. Compensation will be commensurate with experience.

Potential candidates can apply for this position by writing a short letter of intention and why they think they would be suited to this role – [hquenault@pulboroughparishcouncil.gov.uk](mailto:hquenault@pulboroughparishcouncil.gov.uk), interviews will take place by the staffing committee on the 18<sup>th</sup> of July and the preferred contractor will be selected.