

## **Community Coordinator Vacancy**

**Job Title:** Community Coordinator  
**Hours:** 25 hours per week  
**Salary:** Local Government Pay Scale Point 17  
£15.58 per hour (FTE £30,060)

*Do you have a passion for the Wilmslow community, developing relationships and engaging positive change?*

We are seeking a Community Coordinator to join our small team. This role will support the development of community activities helping community groups to thrive and maintain themselves. A key task will be the organisation of cross-sector volunteer recruitment campaigns, recruitment fairs and working with schools, young people, and other organisations in the Town to encourage active participation.

We are looking for a self-motivated, enthusiastic individual to develop and maintain Wilmslow's community cohesion. The Community Coordinator will represent the Town Council working to develop and implement initiatives that increase the visibility and impact of our community groups – helping groups to sustainably grow, network with their peers, both locally and potentially nationally, to develop best practice.

The successful candidate will be responsible for:

- The co-ordination of cross sector training to help groups follow best practice and to make best use of their resources (eg social media training; website procurement & functionality; insurance and DBS checks; safeguarding; risk assessment).
- Signposting and supporting groups in making the most of sector funding opportunities – including appropriate grant applications.
- The organisation of appropriate events to recruit community group members – particularly engaging the young and school students.
- Assisting in the delivery and planning of community events
- Exploring and developing the opportunities afforded by the creation of a community focal point to link volunteers, community groups and activities
- Tracking and reporting to Town Council stakeholders on activities, performance and the impact in the community.

Candidates will be required to network effectively and will preferably have existing experience within the voluntary sector.

The role will be carried out in a way that reflects Wilmslow Town Council's vision to contribute to an inclusive, kind and people-positive culture.

This is a part-time role based at the Wilmslow Town Council Office. Following the qualifying period, the successful candidate will have access to a pension provided by the Cheshire Pension Fund.

This role is not eligible for UK Visa Sponsorship - the successful applicant will need to have a pre-existing Right to Work in the UK in order to be offered an employment contract.

We want the recruitment process to give you the opportunity to share your skills and experience, and to find out more about Wilmslow Town Council. You are welcome to get in touch and arrange an informal chat before applying.

To apply, please send us your CV and a covering letter telling us about yourself and how you meet the person specification, ideally with specific focus on providing examples of the following:

- Community or volunteer projects that you have coordinated – what the activity was, what you did and what you learnt
  - A report you have produced and presented – what was the report subject matter, who was it presented to and how did you present the information
  - Your understanding of community groups in Wilmslow
- we don't expect this to be more than two sides of A4.

Applications should be submitted to Matthew Jackson, Town Clerk via email [recruitment@wilmslowtowncouncil.gov.uk](mailto:recruitment@wilmslowtowncouncil.gov.uk)

The deadline for applications is 13 June 2025 (at 11:59 pm).

Interviews are expected to take place from the week beginning 23 June 2025.

Selected candidates will be contacted within 10 days of the closing date to arrange an interview.

Please note that we do not reimburse any expenses incurred during interviews.

Wilmslow Town Council will not be accepting applications or solicitation via agencies.