



RAMSGATE TOWN COUNCIL

CONTRACTOR REQUIRED

For a

RADFORD HOUSE: COMMUNITY ENGAGEMENT & EVENTS ORGANISER

To organise community and private events and activities at Radford House prior to the refurbishment of the building. These meantime uses are intended to provide information about how the facility can be used in the future (to inform the business plan for the building) and provide an income for the Council.

More information about the role can be found at www.ramsgatetown.org/town-council/vacancies

Contract: It is expected that i.r.o 20 hours per week are required for the first month and 15 hours per week thereafter. Hours are flexible, but weekend and evening working will be required (when there are events at Radford House).

A suitable applicant is required to start as soon as possible. The contract will end when the refurbishment of Radford House commences (est. October 2023).

To Apply: A CV and covering letter (incl. details of relevant experience and a fee proposal) should be submitted.

Send to: Laura Fidler – Town Clerk & RFO
Ramsgate Town Council
The Custom House
Harbour Parade
Ramsgate
CT11 8LP

Or via: town.clerk@ramsgatetc.org.uk

Deadline for applications Wednesday 7th December 2022 at 5pm.