



RAMSGATE TOWN COUNCIL

PROJECT MANAGER (FIXED TERM) REQUIRED

Ramsgate Town Council is seeking a part-time Project Manager on a fixed term contract to start as soon as possible.

Main Purpose of Role:

- To accelerate delivery of key strategic projects and maximise progress during the next 12–18 months.
- To provide focused leadership, coordination, and accountability for project delivery.
- To relieve pressure on existing staff and enable councillors to see projects move from planning to implementation.
- To support the Council's objectives for community wellbeing, infrastructure, and economic development.
- To proactively undertake practical tasks and groundwork necessary for project delivery, including sourcing materials, equipment, and services.

Applicants are asked to read:

- Project Manager (Fixed Term) Job Description
- Project Manager (Fixed Term) Person Specification

And complete an application form and equal opportunities monitoring form.

Hours: To be worked across Monday - Friday each week between 09:00 and 17:00hrs.

Total hours per week: 22 hours.

Pay: SCP Range 29 LC2 / Full Time Equivalent £39,862

Pension: Auto enrolment in the Local Government Pension Scheme.

Paid holiday: 22 days per year / pro rata

To Apply: Complete the application form and equalities monitoring form.

Send to: Miss L Fidler – Town Clerk & Responsible Finance Officer
Ramsgate Town Council
The Custom House
Harbour Parade
Ramsgate
CT11 8LP

Or via: town.clerk@ramsgatetowncouncil.gov.uk. CV's will not be accepted.

Deadline for applications 9am Monday 12th January 2026

Interviews are planned for the week commencing the 19th January 2026.