



Community & Events Officer

32.5 hours per week (Monday to Friday, 9am to 4pm)

SCP 22-24, up to £32,128 (actual salary)

Madeley Town Council is looking for an enthusiastic and organised Community & Events Officer to join our friendly team. This exciting role will lead the planning and delivery of a diverse programme of community events, activities and wellbeing initiatives across Madeley, Sutton Hill and Woodside.

Working with residents, community groups and partner organisations, you will organise events including Christmas Lights, High Street celebrations, themed markets, children's activities, Remembrance services and community wellbeing projects. The role also includes event promotion, volunteer coordination, grant applications, budget monitoring and health & safety responsibilities.

We are looking for someone with experience of organising community events and projects, excellent communication and organisational skills and the ability to manage multiple priorities.

We offer:

- Competitive salary (SCP 22-24)
- Generous holiday entitlement
- Membership of the Shropshire County Pension Fund
- Training and development opportunities
- A supportive working environment

For an informal discussion or application pack, please contact:

Kate Southgate, Town Clerk

☎ 01952 567284

✉ clerk@madeleytowncouncil.gov.uk

Closing Date: 12 noon on Wednesday 30 September 2026

Interviews: Wednesday 7 October 2026