



VACANCY FOR OPERATIONS & COMMUNITIES OFFICER FULL-TIME 37HRS PER WEEK AT CHURCH STRETTON TOWN COUNCIL

SCP 10-12 (£27,694-£28,598)

Church Stretton is a historic market town situated in the heart of the Shropshire Hills National Landscape. It is a major tourist centre, and leisure is a key part of the local economy alongside farming and technology. The Town Council is responsible for over 200 acres of outdoor spaces including two Local Nature Reserves which extend into the town as well as heritage assets and buildings. The population of the town and the surrounding six villages and hamlets is 4,600 and the annual budget is £0.6m.

The Town Council have an exciting opportunity to join our experienced and skilled team of local government professionals from 1st April 2026. This new role will support the operational delivery of Council services and provide an opportunity for someone with the right skills to enhance our management of events and communications.

Duties include:

- Bookings management for Town Council owned facilities
- Cemetery management, maintaining records and coordinating plot reservations
- Street lighting management, reporting faults, monitoring upgrades
- Customer service primary lead for emails, calls, walk-ins to Town Council offices
- Events lead co-ordination, providing clear management events organised by the Town Council
- Communications lead, managing socials, website and other comms on behalf of the Town Council

These responsibilities will be supported and some shared amongst a diverse team and supervision provided. Although we are looking for someone with experience in a similar role, full training will be provided and learning on the job will be a key part of the right candidates role.

**Closing Date for Applications is 5.00pm Thursday 19th February 2026
Interviews will take place during the week beginning 23rd February 2026**

Application forms and role profiles are available from Church Stretton Town Council Offices, 60 High Street, Church Stretton, Shropshire, SY6 6BY, or can be downloaded from the Council's website www.churchstretton-tc.gov.uk.

Please contact the Town Clerk, Mr C. Furnival via email: townclerk@churchstretton-tc.gov.uk or call 01694 722113 if you would like any further information or for an informal chat.