

Project Support Officer

Band 6 £25,119 to £27,803 per annum
Full time 37hrs per week
Fixed term contract until 30 June 2025
Based at the Guildhall in Gainsborough
(with provision to work from home)

West Lindsey District Council has an exciting and ambitious plan for Gainsborough, and we want you to help us make this a reality. We've been awarded £10.274 million from the Levelling Up Fund, to deliver our £18.8 million Thriving Gainsborough Initiative, along with £3.5m from the UK Shared Prosperity Fund to support Levelling Up in West Lindsey. We are delivering a comprehensive programme, which includes the following headline projects:

- A new 4 screen cinema and retail complex in the town centre
- Redesigning the use and streetscape of the Marketplace
- Extension of the Townscape Heritage Initiative
- Creating a green public realm

UKSPF has three investment priorities: community and place, supporting local business, and people and skills. Our allocated funding will be spent on activity that supports the objectives of both UKSPF and REPF as well as our own local priorities outlined in our Corporate Plan.

As the Project Support Officer, you'll be providing general administrative support to the Levelling Up Fund and UKSPF team using a variety of systems. You will be relied upon to ensuring good record keeping of the programme and related projects. We are looking for someone who is a fantastic communicator, with good attention to detail and excellent organisation skills to join our established team.

To apply: visit www.west-lindsey.gov.uk/my-council/jobs for more details about the role and to apply online. Please note we do not accept CV's as a form of application.

Applicants will be subject to a criminal record check.

All recruitment correspondence, including interview invites will be sent out via email.

If you would like to discuss the role, contact Amy Potts, Programme Manager on 01427 676601

Closing date: Wednesday 20th December 2023

Interview date: W/C 8th January 2024

The Council has a commitment to equal opportunities and welcomes applicants from all sections of the community. Also we operate a no smoking policy.

West Lindsey District Council Employer of Choice

