

JOB VACANCY

HIGHAM FERRERS TOWN COUNCIL

Job Title: Community Library and Wellbeing Officer

Salary: Salary Scale SCP 13-17 (£15.05 per hour- £16.08 per hour)

Hours: Part time. 10 hours per week with opportunity to increase to 15 hours per week as services increase.

Proposed Start Date: Immediate start

Higham Ferrers Town Council is a proactive and forward thinking council that serves a vibrant, attractive historic market town. The main purpose of this role is:-

- To manage the day-to-day running of the Higham Ferrers Community Library and Wellbeing Hub
- To develop the services and events offered by the Hub by providing information, support and advice to local people to support local inclusion
- To improve wellbeing outcomes for the residents of Higham Ferrers and encourage engagement to influence the design and delivery of services to meet the needs of the residents

The successful applicant must:

- Be self-motivated and have a positive attitude
- Have the ability to undertake a diverse workload, meet targets and deadlines
- Demonstrate excellent customer care skills
- Be computer literate with a sound working knowledge of Microsoft Office
- Be able to confidently initiate networking and initiate relationships with a diverse range of stakeholders
- Have library and/or community-based work experience

An application form and further details can be obtained as follows:-

Online: <https://www.highamferrers-tc.gov.uk/job-vacancies>

Email: clerk@highamferrers-tc.gov.uk

Phone: 01933 312075

CLOSING DATE: Friday 31st October 2025

Applications welcome from all genders and all sections of the community.

The Town Council has an Equal Opportunities Policy.