



ASHINGTON TOWN COUNCIL

Climate, Events and Engagement Manager

LC2 (SCP 29–32) | £39,862 – £42,839 per annum

Permanent | Full Time (37 hours per week) | Ashington, Northumberland

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<https://www.facebook.com/ashingtontowncouncil>

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About Us

Ashington Town Council is one of the largest town councils in Northumberland, serving a town with a proud industrial heritage and a community with real ambition for its future. We are led by 18 elected Town Councillors representing six wards across the town, supported by a dedicated officer team working from the Town Hall on Station Road.

With a budget approaching £1.4 million for 2026/27, we deliver a broad range of services and initiatives that make a direct difference to residents' daily lives. These include the management and improvement of allotment sites, play areas, bus shelters, public seating, litter bins, memorials, and street furniture across the town. We work in close partnership with Northumberland County Council through an Enhanced Neighbourhood Services agreement, focused on environmental improvements and the kerb appeal of our town centre and neighbourhoods.

Beyond our physical assets, we run an active events programme, support community organisations through a grants programme, lead on climate action and environmental initiatives, and invest in youth engagement and activity through our Youth Advisory Committee. We have a dedicated Climate Change and Environment Committee and want to be able to take our responsibilities to the environment seriously.

We are governed through Full Council, a Finance and General Services Committee, a Personnel Committee, and a Climate Change and Environment Committee, with additional consultative groups.

We are ambitious for Ashington and for the Council, and we are looking for an enthusiastic and ambitious officer to join us as our Climate, Events and Engagement Manager.

About the Role

This is a genuinely interesting and varied post at the heart of the Council's work — and one we have designed with a clear development pathway into the clerking profession for the right person.

You will take lead responsibility for the Council's community services portfolio. This includes:

- developing and delivering events, from commissioning and procurement through to contract management, licensing, risk assessment, and post-event evaluation;
- leading on community engagement and communications strategy, working closely with our Administration and Communications Officer to connect effectively with residents across all channels;
- driving forward on climate action, including project delivery, and budget monitoring; and
- providing civic support to the Civic Head and Members and developing partnerships with community and voluntary sector organisations.

Alongside the portfolio, you will gain a grounding in core clerking work — committee administration, governance, and the statutory framework within which town and parish councils operate — with the direct support and mentorship of an experienced Executive Officer.



The Development Pathway

We have designed this post deliberately as a grow-our-own role. Your first twelve months will focus on embedding in the climate, events, and engagement portfolio while learning the foundations of council administration. No sooner than after your first full financial year with us, you will enrol on the Certificate in Local Council Administration (CiLCA) — fully funded by the Council — with twelve months to complete it. On completion, the grading of the post and any deputising responsibilities will be reviewed.

If you are looking for a structured, supported route into a clerking career in a council with real scope and ambition, this is it.

About You

You might currently be working in events, community engagement, communications, climate, or sustainability work, or elsewhere in local government or the community and voluntary sector. What matters most is proven experience of delivering events and engagement work, genuine enthusiasm for climate action, and the ambition to grow into the clerking profession.

You will be an excellent communicator, a confident writer, and someone who brings energy and professionalism to everything they do. You do not need prior clerking experience or CiLCA — that is what the development pathway is for — but you will need the commitment to work towards it.

You will hold a full current driving licence and have access to a vehicle for work purposes. The role requires flexibility to attend evening meetings, typically once or twice per month, and occasional weekend working for events and civic functions.

What We Offer

- A salary of £39,862 – £42,839 per annum (LC2 SCP 29–32), subject to the national pay award, with grading reviewed on completion of CiLCA
- A fully funded, structured development pathway into the clerking profession, including CiLCA
- Membership of the Local Government Pension Scheme
- 28 days annual leave plus public and bank holidays, with three days taken between Christmas and New Year
- A permanent, full-time post with flexible working arrangements within our core office hours
- A supportive working environment with genuine scope to shape the role

Talk to us first

If you are reading this and wondering whether your experience fits, or you would simply like to know more before deciding whether to apply, we would welcome a conversation. Please contact Sarah Eden, Executive Officer, at sarah.eden@ashingtontowncouncil.gov.uk or on (01670) 624521. There is no obligation, and it may be a useful conversation for us both.

How to Apply

To apply, please submit the required application form, and covering letter if desired to sarah.eden@ashingtontowncouncil.gov.uk

The closing date for applications is 28th August 2026 (the Executive Officer is unavailable from 31st July – 17th August)

The full job description and person specification is available by contacting Sarah Eden on the email address above, or on our website at www.ashingtontowncouncil.gov.uk

Ashington Town Council is committed to equality of opportunity and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion or belief, sexual orientation, or age.