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*Director: Lucie Prior*  
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To: Job Applicants

5 March 2021

Dear Applicant

Thanks so much for expressing interest in working for Queen's Park Community Council. We are hugely excited about recruiting for this post which is unique as we are the first and only community (or parish) council in London.

This job is focused on people, and we are looking for someone with really strong communication skills - this doesn't mean you have to be super-smooth but you need to be the kind of person who is happy to spend an afternoon manning a stall on the pavement or knocking on front doors and asking people questions: have you thought of entering our front garden competition? please will you come to a public meeting?

Your job will be to help us deliver our business plan which includes commitments to be a voice for residents, improve the quality of life for everyone who lives here, enhance the local environment, and support vulnerable groups. One of your key tasks will be to build up our volunteer network, harnessing the goodwill shown in the response to the Covid-19 pandemic.

We are looking for someone who is efficient and well-organised, and won't mind spending time in the office - typing, answering the phone, booking rooms and so on. Part of the job is administrative, and you will need patience and an eye for detail as well as loads of energy.

Community councillors are unpaid, several of us have full-time jobs so our Community Development Officer is our eyes and ears on the ground, making links and drawing people into our network. Much of this is face-to-face but we also use social media, deliver a regular newsletter to every household, and have a website. These are our tools for keeping in touch with people and they will be your tools too.

Six years in, we are still a relatively new council. We believe our neighbourhood - Queen's Park in north Westminster - is unique, and many people are pleased and proud to live here. But this is an area that faces serious challenges arising from the lack of economic opportunities and affordable housing, among other issues.

I find being part of this council both challenging and hugely rewarding. If you're looking for an easy life, this position is probably not for you - but if you're up for a challenge, and have a strong interest in both community development and grassroots action and democracy, please fill in the application and come and see us. For the right person, this is a brilliant job.

Kind regards,

John McArdle  
**Chair**