

DRAFT Job Description

Position Title	Communications and Engagement Officer
Location	Saltash Town Council – The Guildhall
Reporting to	Development and Engagement Manager
Hours	Part Time - 25 per week variable but generally 9am to 2pm Monday to Friday, subject to your attendance at evening meetings, civic events and projects as required directed by the Development and Engagement Manager
NJC Grade	13 - 17 dependent on skills and experience

Job purpose:

To collaborate with the Development and Engagement Manager on the day to day operations of Town Council events, projects and funding opportunities to ensure effective communication is delivered.

Key Responsibilities:

1. To market and promote activities and functions in which the Town Council is involved generally and all Town Council owned facilities, in conjunction with other staff where relevant.
2. To market and promote events and promotions in which the Town Council may wish to engage.
3. To participate in the organisation and project management of events and functions as directed/requested with other staff where relevant.
4. To promote Town Council services by way of a press release, social media post, website and other forms of good communication, in conjunction with other staff where relevant.
5. Liaising with the Development and Engagement Manager (and any other relevant member of staff) in order to facilitate the production of a regular Town Council newsletter.
6. To design marketing and promotional material to a high standard working within the Town Council Style Guide.
7. To ensure the Town Council's social media accounts are maintained, monitored and regularly updated in conjunction with other staff where relevant.
8. To be responsible for the Town Council's social media account working with the Receptionist for support.

9. To provide Line Managers social media and website stats for reporting at relevant Town Council meetings.
10. To send the Chairman's column (as provided by the Town Clerk or the Assistant Town Clerk) to the local press on a monthly basis.
11. To facilitate and adhere to the Town Council's Communication Strategy and Social Media Policy.
12. To be an advocate for the Town Council business plan and form part of the team in assisting the Town Council to meet the objectives.
13. Contribute to the design and effective communication of the business plan for both the implementation of the current business plan and the devising of the new business plan in the future.
14. Be proactive in identifying opportunities for learning and professional development to ensure continuous improvement.
15. To operate in accordance with the diverse needs of the community to ensure equal access to service.
16. To provide cover for staff (where trained to do so) when required and directed by the Development and Engagement Manager.
17. To work in accordance with all Town Council's policies and procedures.
18. This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform.
19. The job description will be reviewed as necessary and may be changed in the light of experience and in consultation with the post-holder.
20. To be responsible for security of premises, including safe custody of premises keys, safe keys, and setting of security alarm when necessary.