

**To receive a report on the Communication and Engagement Officer role and consider any actions and associated expenditure**

The delegated authority was given by the Town Clerk to the Development and Engagement Manager to prepare a report on the changes considered to the Communications and Engagement Officer's advertised working hours, with any associated expenditure, reporting back to the Personnel Committee Meeting being held on the 31<sup>st</sup> of October 2024.

**Overview**

As the Development and Engagement Manager, my role is to develop projects through finding funding, delivering projects to completion, and engaging with the Saltash Community. This is a full-time role and will be adding to the continuous growth of Saltash Town Council (STC). In turn, the Communications and Engagement Officer will have to support that growth, and the growth in all departments. Therefore, I believe this will need to be put forward as a full-time role.

Whilst it may be considered that the precept level is high, it is felt that it is reasonable for the volume of work that is delivered at STC. However, I believe this isn't communicated enough to the community, so that they are aware of all the hard work STC do behind the scenes. Therefore, the Communications and Engagement Officer will have a vital role in delivering this information to the public and improving STC's relationship with the community.

**Current Job Description and Responsibilities**

As attached.

**Proposed changes**

**To consider:**

- 1) Increased offer of full-time hours at 37 hours per week.

**Benefits:**

- 1) Offers the opportunity to attract a wider pool of candidates that may be interested in full-time work.
- 2) Provides the opportunity for enhanced collaboration between staff, which is very beneficial with the type of role this is, which may not be achieved as easily through part-time work.

- 3)** This role is vital in delivering information to the public and enhancing STC's reputation with our community and having someone full-time will avoid any work burn out and support the continuous growth of STC.
- 4)** The nature of the role may require last minute/time consuming work to be completed or sent out to the public, such as social media/newsletter/policy updates, press releases, and project information that the Development and Engagement Manager may need support with. Full-time hours will give this individual the ability to do these tasks to a high standard and potentially tight deadlines.

### **Budget Considerations**

The salary scale is 13 – 17. Starting at point 13, the annual salary confirmed by NJC 2024/25 is £28,163.

Full time = 37 hours £28,163 plus on cost

Part-time = 25 hours Pro rata £19,029 plus on cost

### **Budget for 2024/25**

The new role will fit within the budget for a full-timer from 1 January 2025.

### **Budget for 2025/26**

The personnel committee are meeting on 31<sup>st</sup> October where they will agree the 2025/26 precept budget.

### **Next Steps:**

Members are asked to consider the following:

- 1) If the role can be increased to full-time hours at 37 hours per week commencing from 1 January 2025
- 2) Budgeted accordingly for future years employment.

**End of Report**

**Development and Engagement Manager**