

Thorpe St Andrew Town Council

Community and Communications Officer

Hours: 21 hours per week

Salary: £20,043 (pro rata) (£10.42 per hour)

1. Develop and maintain the Council's Social Media presence, proposing new and exciting ways to engage with the community
2. Identify, prepare, and develop community initiatives to meet the objectives of the Council
3. Further the links with local newspapers, radio stations, and magazines
4. Ensure community focused services are delivered by working in partnership with relevant internal and external stakeholders
5. Co-ordinate, maintain, and market a programme of activities within community facilities and ensure the programmes are complementary with neighbouring facilities
6. Assist with the organisation of Council led events, and attend each of these events as a point of contact and activity
7. To compile and assist in the production of newsletters, leaflets, and posters
8. Progress the Council's website and mobile app to ensure it remains a relevant and highly regarded local resource
9. Identify external funding sources & secure funding where possible
10. Assist colleagues as directed by the Chief Executive Officer or Responsible Financial Officer (OM)
11. Commit to continued professional development
12. Undertake any additional tasks or duties requested by the Chief Executive Officer or Responsible Financial Officer (OM)

Criteria	Essential Requirements	Desirable Experience
Qualifications	<ul style="list-style-type: none"> - Good general education, including GCSE Maths and English (grade C or above) or equivalent or be able to demonstrate equivalent aptitude 	
Experience	<ul style="list-style-type: none"> - Proven digital communication experience including the ability to work across multiple platforms - Excellent interpersonal skills 	<ul style="list-style-type: none"> - Good knowledge of third sector
Other skills	<ul style="list-style-type: none"> - Excellent verbal and communication skills - Ability to form good working relationships with community groups and individuals - Ability to set and prioritise own objectives and workload - Excellent organisational skills - Ability to work under pressure and to tight deadlines - Intermediate Word, Excel, and Outlook skills - Able to speak confidently to groups - Able to quickly understand and interpret complex issues - Able to maintain confidentiality 	<ul style="list-style-type: none"> - Understanding risk assessments - Understanding Health and Safety legislation
Other	<ul style="list-style-type: none"> - Ability to work flexibly - Full UK driving licence and access to own vehicle 	

