



Newhaven Town Council

Communications & Events Officer

(Part Time)

Salary Scale: £26,873 - £28,770 Pro Rata (25Hrs Mon-Fri)

Newhaven Town Council is looking for someone to maintain the Town Councils ongoing public image and provide public facing support to residents, elected members and partner organisations alike.

You don't necessarily have to come from a Local Government background, but you should be highly organised, possess excellent inter-personal skills, and be quick and eager to learn. An excellent working knowledge of MS Office software and a proven experience of WordPress (or similar) website applications is a must, together with a proven ability that will maintain the councils' image across various social media platforms.

A key part of your role will be in support of the Town Mayor in diarising their public and civic duties, whilst additionally organising and developing the continued publication of our quarterly newsletter 'Newhaven Matters,' as well as a range of annual council events.

Occasional attendance at scheduled evening meetings and weekend events will be required for which time off in lieu will be granted.

Newhaven Town Council is committed to Equality of Opportunity and welcomes applications from all sections of the community.

Closing date: 09:00Hrs Monday 24th June 2024.

Completed application forms with a short covering letter will be accepted by email or post direct to:
Ken Dry, Town Clerk, Newhaven Town Council, Council Offices, 18 Fort Road, Newhaven. BN9 9QE.

****Please note, CV's will not be considered.****

Email: - ken.dry@newhaventowncouncil.gov.uk

Town Council Offices: (01273) 516100

Website: <https://www.newhaventowncouncil.gov.uk/>

Application Form and associated documents:

Application Form - <https://www.newhaventowncouncil.gov.uk/wp-content/uploads/2024/05/NTC-Application-Form-270224-Comms-Events.doc>

Job Description - <https://www.newhaventowncouncil.gov.uk/wp-content/uploads/2024/05/Communications-and-Events-Officer-JD-PS-v3-180222.pdf>

Interview date: w/c July 1st 2024.

Additional information

Successful candidates will need to evidence that they have the Right to Work in the UK.