

NEWHAVEN TOWN COUNCIL



Job Description

Title:	Communications & Events Officer
Salary Grade:	LC1 above Substantive SCP 13-17
Salary Scale:	£26,873 - £28,770
Part-Time:	25hrs per week Mon-Fri.

Purpose of the post:

To support the Town and Deputy Town Clerks in the daily administration of the Council, including attendance at meetings and by providing front desk support to deal with queries from the public and elected members regarding the business of the Council and its partner organisations.

Accountable to the Town Clerk with daily line management from the Deputy Town Clerk.

Key Responsibilities

- To maintain and develop the councils' excellent public image through maintenance and dissemination of information and PR activities via its website and Social Media feeds where relevant, including Press Releases as directed or when opportunities may arise.
- To produce the Town Council's newsletter in consultation with the Promotion Partnership & Finance committee and the Town and Deputy Town Clerks, including a quarterly listing of events.
- To develop and implement the community events program as required by the Town Council (Remembrance Sunday, Dieppe Raid etc)
- To co-ordinate the Town Councils recognised volunteer groups, and supervising their official activities where necessary.
- To support the Town Mayor in the requirements of their civic duties e.g., diary management and small event arrangements.

Other duties and responsibilities:

The post-holder will also be responsible for:-

- Assisting with the preparation of agendas and reports for meetings.
- Attending meetings when required for the purpose of taking minutes, including attendance at evening meetings where required.
- Arranging and implementation of Public Events where required.

- Effective ongoing liaison with the Councils' IT support contractor and website developer/contractor in connection with the councils website.
- Formulation and release of Press Releases as directed by the Deputy or Town Clerk.
- Undertaking reception, telephone, and email answering duties.
- Dealing with bookings for funerals at Newhaven Cemetery when required and associated administration.
- Dealing with bookings at the Town Council's social centres, including maintaining diaries, invoicing and the receipt of payments when required
- Supporting the Responsible Finance Officer in the issuing of invoices, cheques and petty cash as required
- Providing general secretarial and administrative services as required by the Deputy and Town Clerks
- To actively familiarise themselves with and adhere to all relevant Council Policies and Procedures.

Statement of Flexibility:

This job description sets out the duties of the post at the time when it was drawn up.

Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence.

Staff team-working and individual personal development are key to Newhaven Town Council's success in delivering its business aims and objectives, and all staff will therefore be expected to have a flexible attitude in responding to any new priorities and opportunities as they arise.

Hours per week: **25 hours per week**, Monday – Friday. 10:30am – 3:30pm.

Location: Town Council offices, 18 Fort Road, Newhaven BN9 9QE

Contract term: Permanent after successful completion of probation.

Person Specification

Position: Communication & Events Officer

Criteria	Essential	Desirable
Education and qualifications	GCSE English A-C grade Willingness to undertake further training	Educated to A-level standard or equivalent
Knowledge, skills and abilities	IT skills, particularly MS Office (Word, Excel, Outlook, Publisher etc.) and use of databases Experience of using social media and administrative management of websites Good oral and written communication skills Good team working skills	Knowledge of Newhaven Knowledge of how local government works and the roles of the different tiers Administration and Maintenance of Websites – e.g. Wordpress Desktop publishing skills
Experience	Administration and IT experience Experience of a front desk role, dealing with face to face and phone enquiries Experience of minute taking Co-ordination of and working with groups of volunteers	Working in local government Production of newsletter and/or other publications Experience of bookings systems Experience of events management
Personal attributes	A willingness to work flexibly with other members of the team to ensure that tasks are completed satisfactorily within deadlines and to provide a high standard of customer service The ability to prioritise tasks to meet requirements The ability to use initiative and find creative solutions to problems A willingness to attend evening meetings and occasional other out of hours events A willingness to work alone when required Openness and honesty Methodical with an attention to detail A sense of humour.	A desire to help make Newhaven a better place and provide better facilities
Other	Ability to operate with complete impartiality in a political environment. Car user with a full driving licence.	

Note: Assessment of whether criteria are met will be from the application form submitted followed by interview where appropriate. For qualifications original certification is required.