

# Dronfield Town Council

<b>JOB DESCRIPTION</b>
------------------------

<b>Post Details</b>			
<b>Job Title:</b>	Project & Communications Officer	<b>Pay:</b>	£19,554 - £22,911 (pro rata)
<b>Hours :</b>	16 hours per week usually over three days (core hours are 10am – 4pm Monday to Friday)	<b>Base :</b>	Civic Hall, Civic Centre
		<b>Annual Leave</b> (including bank holidays)	28 days (pro rata)

<b>Job Purpose</b>
To act as communications and project officer leading on the marketing and communications of the council's facilities and services and project manage the organisation of council events.

<b>Reporting Relationships</b>
<b>Accountable to:</b> Office Manager & PA to Town Clerk
<b>Responsible for:</b> n/a

<b>Duties and Responsibilities – Job Specific</b>
To produce press releases and photos for public consumption in order to promote the Council and maintain its high public profile.
To maintain, update and develop the Town Council website
To manage the Town Council's social media accounts
To liaise and build relationships with local groups and businesses
To attend relevant committees and sub committee meetings as delegated by the Office Manager and/or prepare the agendas and minutes.
To implement actions arising from decisions at committee and sub committee meetings.
To market the facilities available at the Civic Hall and Gosforth Lodge
To market the sporting facilities available through the Town Council
To work with local business to develop corporate sponsorship opportunities
To become an environmental champion for the Town Council
To lead on the organisation of events including Mayoral and civic events, Remembrance Sunday, Christmas Light switch on and the Dronfield Gala.
To ensure risk assessment are created and implemented for all town council events.
Accurate completion of timesheets.
Ensuring allocated paperwork and administrative systems are kept up to date at all times.
Effective communication with the Clerk and other colleagues where appropriate.
Additional duties appropriate to the function and nature of the post.

<b>Duties and Responsibilities – General</b>
Word processing, producing and maintaining spreadsheets, inputting data, interrogating and extracting information as required
To answer the phone and handle post and carry out general administrative duties as and when required
To deal effectively with general queries from members of the public.
Dealing with reception enquiries
To take and handle venue booking and sports facility enquiries
To take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health & Safety legislation, and Council Codes of Practice and Procedures.
To promote and deliver fair, sensitive and quality services as a commitment to and understanding of the Council's approach to equality and diversity.
To comply with the Council's policies and procedures.
To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.

<b>Disclosure &amp; Barring Service check</b>
Not applicable

<b>Date Produced/Last Amendment</b>
July 2020

<b>Employee Signature</b>
.....Date: .....
This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result the Authority will expect this job description to be subject to revision.

**PERSON SPECIFICATION**

**Post Details**

**Job Title:** Part-time Project & Communications Officer      **Pay:** £19,554 - £22,911 pro rata

<b>Education / Qualifications / Knowledge</b>	<b>Essential/Desirable</b>	<b>Measurements</b>
Basic standard of education.	E	All will be evidenced by application form and interview
Good verbal communication skills to be able to respond to the public and customers in a professional and responsible manner	E	
Good knowledge of Microsoft Office packages including Word, Excel and Publisher	E	
Good working knowledge of Outlook	E	

<b>Specialist Knowledge</b>	<b>Essential/Desirable</b>	<b>Measurements</b>
Social media account management	E	All will be evidenced by application form and interview
Event organisation and risk assessment	E	
Marketing and communications	E	
Website management	D	

<b>Experience</b>	<b>Essential/Desirable</b>	<b>Measurements</b>
Experience of managing social media accounts	E	Application form and interview
Experience of managing content on websites	D	
Experience of promoting venue facilities	D	
Experience of project managing events	E	
Experience of producing risk assessments	D	

<b>Key Skills</b>	<b>Essential/Desirable</b>	<b>Measurements</b>
Being observant and thorough	E	Application Form Interview

Microsoft Office packages	E	Application Form Interview
Good work ethic and time management skills	E	Application Form Interview
The ability to demonstrate strong customer focus and a commitment to service improvements	E	Application Form Interview
Willingness to undertake relevant instruction and training	E	Application Form Interview

<b>Role Specific</b>	<b>Essential/Desirable</b>	<b>Measurements</b>
Reliability and good time-keeping	E	Interview
Flexible and willing to work outside normal working hours to manage events	E	Interview
'Can-do' attitude and willingness to learn	E	Interview
Take pride in a job well done	E	Interview
Friendly, polite and helpful to residents.	E	Interview
Self-motivated and able to act on own initiative	E	Interview
Ability to work independently or as part of a team, seeing what needs doing and acting upon it.	E	Interview
Ability to work with minimal supervision	E	Interview

<b>Date Produced/Last Amendment</b>
July 2020