



## **CHEPSTOW TOWN COUNCIL**

### **ROLE ADVERT**

- ROLE TITLE:** **Communications Officer**
- GRADE:** **National Joint Council Spinal Column Point SCP 18 (pay award and review pending) £27,344 Full Time / £18,475.68 PTE (fixed term 12-month contract)**
- HOURS:** **Part Time - 25 hours per week**
- LOCATION:** **Hybrid - The Gatehouse, High Street, Chepstow**

This is an exciting opportunity to become Communications Officer at Chepstow Town Council at a time of change in the town. Following the publication of a five-year Vision, the Council is ambitious in its projects and needs to develop and implement a communications strategy to improve how it engages with stakeholders, promotes itself and its activities and communicates with residents and others.

We're looking for someone with experience in communications, community engagement, journalism and/or marketing who is keen to develop their career in a forward looking, community focussed environment, taking the lead in our day to day communications as well as strategic projects. You will be keen to really make a difference to the success of the Council and its agenda through the creative engagement of local people, promotion of the local brand, and awareness of the work that we do. You will have experience of promoting activities, projects, services and/or events in dynamic and creative ways as well as working more strategically on segmenting audiences and developing appropriate communication strategies to promote the values and work of the Council.

You'll have a good working knowledge of social media and digital platforms, including experience of reporting and analytics, as well as web editing and diverse content creation. You will need excellent writing and editing skills as well as the technical know-how and creativity to produce engaging and compelling content for different audiences and purposes, including residents, businesses, tourists and other stakeholders in a range of media. This experience could have been gained in a range of different roles and through a variety of educational routes – what is most important to us is that you care about the success of Chepstow as a town and can demonstrate similar success in previous roles.

You will be a good fit for us if you are a highly organised multi-tasker with the knowledge and experience to coordinate communications across varied channels and the ability to work in a fast paced, responsive way, positively and collaboratively with the Town Council team as well as elected Councillors and external stakeholders.

In return, you'll be able to develop your experience in a highly supportive environment at a time where you can really feel like you'll make a difference. There are some exciting projects to get your teeth into, including the development of an effective website, but you'll be joining us as a trusted expert so you'll have the autonomy, opportunity and support to get things done the way you know they should be.

This is a part time role and can be done on a hybrid basis, so may suit you if you have additional responsibilities as parents or carers. If you feel you could do this role but are unsure if you meet the full criteria, we are still keen to hear from you so please do get in touch.

We are particularly keen to hear from people from underrepresented groups across Chepstow so that as a team we can better represent and engage with the diverse communities we serve.

To apply for this role, please send your CV and covering letter, explaining in no more than two pages why you are interested and feel you would be successful in the role. We're keen to understand who you are and why you believe in Chepstow as well as your experiences and qualifications that make you the right person for the role.

More information about the work of the Council can be found on the Town Council website ([www.chepstow.co.uk](http://www.chepstow.co.uk)) and a full Job Description for the role is available from [clerk@chepstow.co.uk](mailto:clerk@chepstow.co.uk)

**Closing date for applications: 12 noon, Friday 27<sup>th</sup> October 2023**

**Interviews will take place week commencing: 6<sup>th</sup> November 2023**

**E-mail [clerk@chepstow.co.uk](mailto:clerk@chepstow.co.uk) or telephone 01291 626370 for an informal discussion about the role**