

JOB VACANCY – COMMUNITY ENGAGEMENT OFFICER

(Maternity Cover for a period of up to 12 months) Hours per week – 37

Salary: SCP 13 – 17 (£28,163 - £30,060) per annum

Would you like to be part of a proactive team responsible for collaborating with the community to help make Costessey a great place to live. You will support the delivery of our annual events plan, produce internal and external communications, and respond to enquiries from the public. You will organise and coordinate events working as part of the officer team. The role is based at the Costessey Centre, Longwater Lane in the busy Town Council office.

In addition, you will assist with the organisation and implementation of Town Council events. This role would also suit someone with experience of design and publishing software and social media platforms.

The successful applicant will be able to plan and implement income generation initiatives around hall hire and work with funding sources including sponsorship and commercial enterprises using our own premises and resources.

Candidates must possess a rigorous attention to detail, excellent written and verbal communication skills as well as the ability to prioritise and manage their workload within tight time scales. A positive can-do attitude and willingness to work as part of a successful team is essential. The successful applicant must be willing and able to work to a flexible work pattern including weekends, and evenings when planned events dictate.

JOB TITLE: Community Engagement Officer

PLACE OF WORK: The Costessey Centre, Longwater Lane, Costessey, Norfolk, NR8 5AH

SALARY: Scale Point Range (13 – 17 £28,163 - £30,060) per annum - dependent upon experience.

HOURS OF WORK: Full time - 37 hours per week, Monday – Friday (Essential to the role is to be able to work occasional evenings and weekends for events).

ALLOWANCES: An essential car user allowance is paid, as this role requires the use of your own vehicle. Mileage is also paid at the current HMRC rate.

REPORTS TO: Senior Finance Manager (see attached organisation chart)

JOB DESCRIPTION

Duties will include:

- The organisation of events and activities for the community
- The preparation of newsletters and press releases,
- Maintenance of the Town Council's website and social media accounts,
- Upkeep of Microsoft Teams software,
- Preparation of event management plans, and risk assessments,
- Hold meetings with committee members regarding planned events
- To work closely with businesses, voluntary and community groups and other partners, developing relationships which further the achievement of the councils' objectives

Other

- To report directly to the Senior Finance Manager with updates.
- To ensure confidentiality/GDPR compliance in handling personal and sensitive data.
- To undertake training and development in relation to your role.
- To undertake other duties, as directed by the Senior Management Team.

Requirements and skills

- Proven experience working within a Community Engagement role or relevant transferable skills in a similar position.
- Excellent organisation skills.
- Excellent verbal and written communication skills.

We would love to hear from you if you can:

- Promote and uphold high professional standards.
- Adhere to organisational policies and adapt to evolving responsibilities
- Experience of compliance, risk assessment, including Health & Safety regulations.
- Great people skills.
- Proficient IT skills

The package - The Town Council work hard to create an inclusive culture, where everyone feels they belong. It is important that our team members reflect and represent the diversity of the communities and audiences we serve.

- Local Government Pension scheme
- Flexible working where possible
- Employee assistance program
- Free parking at all council sites

HOW TO APPLY

To apply for this position, please send a completed application form and a covering letter to clerk@costesseytc.org. In your covering letter, please explain why you believe you would be a good fit for the role in question and why you want to join the team. In addition to an application a Curriculum Vitae (CV) is welcome but **MUST** be enclosed with a completed application form.

Application forms can be obtained by email: info@costesseytc.org, by telephone: 01603 742958 or downloaded at <https://www.costessey.org.uk/staff-vacancies>

If you have any questions or queries, please call Emma Savage, Ros Hills or Stacey Kent on 01603 742958 or email info@costesseytc.org to arrange for a call back.

Closing date: 2 March 2025

Interviews will be held: Online Teams interview week ending 7 March 2025.

PERSON SPECIFICATION

	Essential Attributes	Desirable Attributes
Educational Qualifications	GCSE or equivalent in at least five subjects, including English and Mathematics (Grade A-C) and Level 3/A-Level Qualification or relevant experience.	Qualification in Community Engagement or Development Relevant professional qualifications.
Information Technology (IT)	IT literate with full competence in the use of MS Office 365 and Microsoft Teams.	Willing to undertake learning of suitable software packages such as website upkeep.
Teamwork	Experience of working with volunteers. Experience of working part of a small team with different but often overlapping roles. Ability to undertake work of a confidential nature, demonstrating tact, discretion, and diplomacy.	
Communication Skills	Ability to respond to correspondence in a prompt and effective manner. Demonstrable command of the English language, both written and spoken.	
Self-management	Well-organised and works well with others. Able to prioritise work and meet deadlines. Ability to work on your own initiative. Adaptability and able to respond to changing demands/circumstances.	
Customer Service	An excellent customer focus on standards and ethics.	
Other	Capability to generate ideas and options for action. A commitment to equality and diversity.	