

**Community Engagement and Communications Officer
Person Specification**

1.	PUBLICATIONS
	<p>Essential:</p> <ul style="list-style-type: none"> • Experience of using social media sites and other on-line tools including Facebook, Twitter, Instagram and websites • Experience of website management and Search Engine Optimisation • Experience of creating content, copywriting, proofreading and good attention to detail • Preparing and presenting clear and accurate publications <p>Desirable:</p> <ul style="list-style-type: none"> • At least 1 years' experience in managing social media for a community organisation/Parish Council • Experience of working within a similar role • Experience of working for a Town/ Parish council or local government • Experience of producing newsletters or similar publications
2.	SKILLS AND ABILITIES
	<p>Essential:</p> <ul style="list-style-type: none"> • Excellent written and verbal communication skills • Ability to communicate with a wide range of partners, users, residents and staff • Confident with the ability to work on own initiative to plan, prioritise and deal with the changing demands of own work to achieve deadlines • Strong organisational and time-management skills • Able to work flexible hours - prioritising the needs of the Parish Council. • Ability to maintain sound working relationships with various partners and residents <p>Desirable:</p> <ul style="list-style-type: none"> • Experience of events and/or working within the community • Experience of producing media videos and graphics
3.	EDUCATION AND TRAINING
	<p>Essential:</p> <ul style="list-style-type: none"> • Computer literate with a sound working knowledge of all Microsoft packages • Computer literate with a sound working knowledge of social media operating tools • Marketing, creative media or associated qualifications <p>Desirable:</p> <ul style="list-style-type: none"> • A suitable degree or relevant qualification • Experience in graphic design or content creation tools e.g. Canva, Photoshop

4.	OTHER
	<ul style="list-style-type: none"> • A creative approach to problem solving and working with communities to develop local solutions • Excellent interpersonal and customer care skills • Complete any other tasks directed by the Clerk to meet the business need • Ability to maintain confidentiality and understanding of data protection legislation • Self-reliance, organisation and motivation • Commitment to Equality, Diversity and Inclusion • Commitment to the interests of the local community • Flexibility & willingness to work outside of normal office hours including evenings and weekends • Ability to travel across the Parish, ideally with own transport • Knowledge of the role of Parish Councils and local government