



## Vacancy for Communications Officer

Heath Hayes Parish Council is an active Council at the heart of the local community and is seeking to appoint a multi-skilled, flexible and enthusiastic person to take on the role of Communications Officer.

The post is part time (26 hours per month including some evening meetings and events) and will be working remotely.

The salary scale will be LC1 SCP range 5-23 (£23,500-£32,076 pro rata) depending on experience. The Parish Council offers a NEST Pension and holiday entitlement.

Duties to include; attend monthly Council Meetings to keep up to date with Council Business. Run the Council's Social media on various platforms, promote the Council accordingly. Experience in Hootsuite or similar programmes advantageous. Prepare data and advertising for a half yearly newsletter, liaise with local business to sell advertising space, arrange printing and distribution within the Parish.

Applicants should be able to demonstrate excellent communications, organisational and administrative abilities; IT literacy and, either a good understanding of local government, or be able to show the potential and willingness to learn with training.

Application will be by either by post or email with an attached curriculum vitae, the closing date is Thursday 21<sup>st</sup> March 2024.

To apply for the post please e-mail the clerk at: [clerk@hhandw.org.uk](mailto:clerk@hhandw.org.uk) or alternatively post to Heath Hayes & Wimblebury Parish Council, Hayes Green Community Centre, 11 Hawks Green District Centre, Heath Way, Heath Hayes, Staffs, WS12 3XP.