



COMMUNICATIONS AND ENGAGEMENT OFFICER STAMFORD TOWN COUNCIL

About the opportunity:

Stamford Town Council is firmly committed to developing a strong communications strategy to enhance its operation and is looking to recruit a highly motivated and experienced Communications and Engagement Officer (part-time, 25 hours per week).

This is a unique opportunity for the right individual to play a crucial role in cultivating public relations, maintaining an open line of communication with the community, and promoting the activities and initiatives of the council.

The historic market town of Stamford is well-known for its magnificent stone architecture and for being the first conservation town in England. Situated on the River Welland, Stamford hosts a diverse range of events throughout the year, in addition to other visitor attractions including Burghley House. In the recent past, Stamford has been voted by The Sunday Times as the best place to live in the UK.

As Communications and Engagement Officer, you will serve as the primary point of contact for media enquiries, drafting and distributing press releases, statements and news updates whilst building relationships with local journalists and media outlets.

You will manage multiple communication channels including the council website and social media platforms. You will also be responsible for creating engaging publicity to promote council events and ensure that staff and councillors are well-informed about decisions, policies and activities via internal communications.

If you are creative, dynamic and want to shape your own role whilst meeting the needs of the Council's stakeholders and wider developing strategy, we would like to hear from you.

MORE>

Who we are looking for:

The successful candidate will be able to demonstrate the following:

- A degree or diploma in communications, public relations, marketing, or related field.
- Proven experience in a similar role, preferably in the public sector or local government.
- Strong written and verbal communication skills.
- Proficiency in using social media platforms and content management systems.
- Familiarity with the Stamford community and its specific needs and challenges.
- Excellent time management and organisational skills.
- Highly proactive and self-motivated with a keen willingness to learn.

What we are offering:

- A salary of up to £30,000 per annum (pro-rata).
- A highly attractive final salary, local government pension scheme.
- 23 days annual leave plus bank holidays, rising to 25 days on completion of 5 years' service plus bank holidays.
- Payment or time off in lieu for hours worked in excess of 25 hours per week.
- 25 hour working week – hours and working days to suit the candidate and Council.
- Flexible working policy.
- Enhanced sick pay scheme.

Further information:

[Download Job Description here](#)

[Download Staffing Structure here](#)

INTERESTED?

THEN APPLY NOW FOR IMMEDIATE CONSIDERATION.

Send your CV and a covering letter stating how you meet the job requirements to:

Patricia Stuart-Mogg
Stamford Town Council
Town Hall
St Mary's Hill
Stamford
Lincolnshire
PE9 2DR

Or by email to townclerk@stamfordtowncouncil.gov.uk

Applications must be marked confidential and arrive no later than midday on Friday 16th February 2024. Interviews will be held week commencing 26th February.

Any further enquiries, please call Town Clerk, Patricia Stuart-Mogg on 07483 941223

We are committed to building a diverse organisation that represents the communities we serve and promotes an inclusive culture in all aspects of our work. We welcome applications from all who have the skills and experience to support the work of Stamford Town Council.

