

## Shavington-cum-Gresty Parish Council

### **Part-time Community Manager**

**8 hours per week: Salary £6,240.00 pa**

#### **Job Brief**

Shavington-cum-Gresty Parish Council is looking for a Community Manager to manage the Parish Council's presence in the community - both online and offline.

This will be an evolving role; however, initially, your key role will focus on building relationships with organisations, businesses and residents in the parish, and managing all community communications.

The ideal candidate will have exceptional oral and written communication skills, be a 'people' person and have some experience in managing social media accounts for a business or organisation.

#### **Responsibilities**

- Organise and participate in events within the parish to build the community and boost awareness of the Parish Council, giving residents the opportunity to reach out.
- Create content for social media in accordance with marketing strategies and in-line with input from stakeholders.
- Manage Shavington-cum-Gresty social media accounts (including Facebook, Twitter and Instagram). This includes responding to queries from residents who make contact using social media or via email and by moderating the Facebook group.
- Maintain an up-to-date list of events taking place within the Shavington-cum-Gresty Parish boundary and advertise as necessary.
- Draft and compile a quarterly newsletter with input from stakeholders.
- Produce and maintain up-to-date content on the Shavington-cum-Gresty Parish Council website and take ownership to ensure the website complies with legislation.
- Attendance at monthly Parish Council meetings so that decisions and discussions can be summarised and shared with residents.
- Attending and taking photographs of events in the village for use in print and online.
- Providing assistance to the Clerk, as required, when items from Parish Council meetings need actioning.
- Manage the relationship between the Parish Council and external agencies/contracts, becoming the key point of contact.

#### **Requirements**

- Excellent oral and written skills.
- Experience using social media and managing social media accounts in a professional capacity.
- Attention to detail.
- Some experience in marketing, including photography.

#### **Details**

Employment terms and conditions will be in accordance with Local Government legislation.

Closing date for applications:

Monday, 9 March 2020

To be sent to [clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk)

Interviews to be held:

Thursday, 19 March and Friday, 20 March 2020