

Appointment of Communications & Engagement Coordinator

Application Pack



CONTENTS

Advertisement	3
Hebden Royd Town Council	5
How to Apply	6
Job Description	7
Person Specification	10
Terms & Conditions of Employment	12



VACANCY: **Communications & Engagement Co-ordinator**

POST GRADE: **NJC Scales 13 - 17 (£28,163 - £30,060 pro rata)**

HOURS: **22.5 Hours per week**

Whilst it is expected that the majority of the hours will be worked Monday to Friday, these hours also include events which may be held at a weekend.

This is a fantastic opportunity for a motivated and enthusiastic individual to become part of a dedicated team at the heart of the community.

The Role

Effective communication with our communities is a priority for Hebden Royd Town Council and our Communication and Engagement Co-ordinator will help us develop ways of reaching new audiences while building existing relationships. This may include facilitating public consultations and ongoing two-way engagement, from planning how best to reach target stakeholders, through to analysing what we have been told and putting words into actions

What you will be doing?

Based primarily in the council offices at Hebden Bridge Town Hall you will:

- Positively promote the work of Hebden Royd Town Council using a range of media and engagement activities.
- Maintain and update the Town Councils website, notice boards and social media.
- Use your creativity to develop marketing materials and press releases for a range of events and activities.
- Support community groups from getting established to securing grant funding.
- Support the administration of the Town Councils significant Community Funding Budget.

What We are Looking For?

The post holder will be enthusiastic, and solutions focused, with excellent administration skills and a keen eye for detail.

Why Join Us?

This is an opportunity to be part of a close-knit team working to improve our town every day. You will have a role that keeps you engaged, with plenty of variety and the chance to see the impact of your work firsthand. Plus, we offer a competitive salary and benefits, professional development opportunities, and a work environment that values work-life balance.

Hebden Royd Town Council

Thank you for the interest you have shown in the role of Communications and Engagement Co-ordinator. This is an exciting and significant role within the Town Council. The role is based at the Town Hall in Hebden Bridge, a charming town with a rich and cherished heritage.

Hebden Royd Town Council was created following the 1974 reorganisation of local government. The council comprises 18 councillors, elected from six wards.

Hebden Royd Town Council serves the communities of Cragg Vale, Hebden Bridge, and Mytholmroyd, and is located in the beautiful Upper Calder Valley. It works closely with colleagues in Calderdale Council to ensure that the community is at the heart of everything that it does.

The Town Council provides a range of services to the local community. It is involved with the delivery of a number of key events annually and supports many more events and projects through its significant Community Funding budget. It operates allotments, manages a wood meadow, provides hanging baskets, and works with its partners to enhance public spaces and parks. One of the key assets of Hebden Royd Town Council is the century old Picture House, a much-loved institution in Hebden Royd and work is ongoing to ensure that this heritage gem can continue to thrive. The council also plays a vital role engaging with and supporting numerous community actions.



Ready to Apply?

If you are ready for a role that offers variety, responsibility, and the chance to contribute to the community, we would love to hear from you!

1. Please read all of the application pack prior to completing your application and make clear why you are interested in the position, and what relevant skills and experience you have.
2. The application form should be completed in full; shortlisting will be based on the information provided. CV's will not be accepted.
3. The closing date for applications is midnight on Sunday 4 May.
4. Please forward your application, in confidence, by email to the Executive Assistant to the Clerk and Mayor: rebekah.cox@hebdenroydtowncouncil.gov.uk.

If you would like to discuss the position informally, please email emma.green@hebdenroydtowncouncil.gov.uk indicating the times you would be available to receive a phone call.

5. Applicants who have been shortlisted for interview will be advised by Thursday 8 May.
6. Interviews will be held Monday 12 May at Hebden Bridge Town Hall.

JOB DESCRIPTION

Communication & Engagement Co-ordinator

The information on this job description is intended to provide both post holder and management with an understanding and appreciation of the workload of this particular job and its role within the organisation.

The job description outlines main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

POST TITLE: **Communications & Engagement Co-ordinator**

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POST HOURS: **22.5 Hours per week**
 Whilst it is expected that the majority of the hours will be worked Monday to Friday, these hours also include events which may be held at a weekend.

1. JOB SUMMARY

This is a fantastic opportunity for a motivated and enthusiastic individual to become involved at the heart of the community.

Effective communication with our communities is a priority for Hebden Royd Town Council and our Communication and Engagement Co-ordinator will help us develop ways of reaching new audiences while building existing relationships. This may include facilitating public consultations and ongoing two-way engagement, from planning how best to reach target stakeholders, through to analysing what we've been told and putting words into actions

The postholder will also provide support to the various community organisations in the Hebden Royd area, including established partners and new groups. From providing advice on how to get set up, matching them with volunteers and directing/helping them secure grant funding to deliver projects for the community. This includes the administration and support function of the Town Councils own significant Community Funding Budget.

This is a role which will allow the right candidate room to grow with the evolving priorities of the town council.

2. **KEY RESPONSIBILITIES**

It must be recognised that this post is important in 'public relations' terms representing the Council in an informative manner, and interfacing with the general public on a daily basis. The role holder will act professionally with integrity at all times and be approachable with an ability to remain calm.

1. To promote Hebden Royd, its events and attractions, using traditional and digital media.
2. Maintain and update the council's websites, social media, and noticeboards
3. Develop communication networks and databases and disseminate information targeted at residents and community organisations.
4. Plan and deliver engaging cross-channel communications which target a range of stakeholders (including residents, schools and community organisations) and especially people and communities who may be hard to reach or engage
5. To maintain and administer clear and accessible files and records of information related to the post, including administration of the council's Community Funding Grant Scheme.
6. Develop and facilitate public consultations and engagement activity to support a range of projects, evaluate feedback and make recommendations to council.
7. To prepare reports for meetings as required and to attend meetings as required for the satisfactory fulfilment of the role
8. Provide support to community organisations, including assisting them in establishment, reaching volunteers and securing grant funding
9. Support community groups as appropriate including existing partners Disability Access Forum, Twining Society, the Friends of High Hirst Woodmeadow, and the Friends of the Picture House, this may include administrative support.
10. Develop and deliver projects which support the council's corporate objectives and support the local community
11. Support the development, planning and delivery of council events as required.

12. Undertake training and professional development relevant to the role as required

13. Undertake any other duties commensurate with the level of the post as may be required by your line manager or the Town Clerk

14. General

The postholder will be expected to carry out any other relevant duties which may be assigned from time to time by the Council and is required to comply with all policies and procedures relating to:

- Equality and Diversity
- Health and Safety
- Code of Conduct
- Data Protection

**Communications & Engagement Coordinator
Qualifications & Experience**

To be assessed through the application, interview and references

ATTRIBUTES	ESSENTIAL	DESIRABLE
Experience	<p>Experience of communicating using social, print and other media to effectively engage communities.</p> <p>Experience of using social media to promote engagement and writing effective press releases</p> <p>Experience of coordinating and developing partnership working with individuals, organisations & external bodies as well as managing and working effectively with volunteers with or within community groups.</p> <p>Experience using Canva and Wordpress</p> <p>To demonstrate the ability to be an effective part of a team, supported by, and supporting colleagues.</p>	<p>Experience securing grant funding</p> <p>Experience developing public consultations</p>
Skills and abilities	<p>Ability to communicate with and establish effective professional relationships with a wide range of people</p> <p>Ability to motivate and inspire community members, colleagues and other stakeholders</p> <p>Excellent verbal and written communication skills.</p> <p>Ability to design promotional leaflets, posters and graphics</p> <p>An ability to demonstrate a high level of competence in IT skills including Microsoft Office. The knowledge and competent use of a variety of specialist</p>	<p>Ability to coordinate training for staff, volunteers and members of the community.</p> <p>Knowledge of the Hebden Royd Area</p>

	computer software packages dealing with analysis and digital platforms/online resources.	
Qualifications & knowledge	Educated to A-level equivalent or higher or have equivalent experience.	Other relevant vocational and/or job-related training.
Personal Qualities	<p>Value the importance of community and the work of the town council</p> <p>Ability and flexibility to grow with the role and undertake training.</p> <p>Ability to maintain good relationships with councillors, colleagues, contractors and the public.</p> <p>Enthusiastic, with a positive ‘can do’ attitude and willing to take the initiative</p> <p>Self-motivated and proactive individual, able to use own initiative without supervision.</p> <p>Excellent time management and organisational skills.</p> <p>Ability to work evenings and weekends as the role requires.</p>	

Terms and Conditions of Employment

For all purposes not specified within this document, the post is subject to the terms of the conditions of service determined by the National Joint Council for Local Government Services (NJC/Green Book) as amended by the contract of employment.

1. **Salary** The post is offered at a salary within the range NJC Spinal Column Points (SCP) 13 - 17 (£28,163 - £30,060 pro rata). Annual increment following 12 months' service, within the scale following a satisfactory appraisal
2. **Working Week** - The normal working week will be 22.5 hours Monday to Friday though occasional weekend working will be required within these hours. It is expected that you will work flexibly and commit sufficient hours, subject to working time regulations, to meet the needs of the Council including attending meetings and events in the evening and at weekends as required.
3. **Place of Work** - The Council is located in the Town Hall, Hebden Bridge and this will be your primary place of work, but you may be required to work from other locations as the position requires.
4. **Other Employment** - The post holder will be fully engaged in the employment of the Council and agrees not to undertake any other paid employment without the consent of the Town Clerk. The Council reserves the right to require that any other employment does not conflict with the role or standards required to be undertaken or met in the position of Communications & Engagement Coordinator.
5. **Annual Leave** - The post holder is entitled to the equivalent of 22 working days annual leave (raising to 28 days annual leave after five years' service), plus bank holidays and two extra statutory days in each leave year.
6. **Period of Notice** - The post is subject to a 6-month probationary period and the permanent appointment must be confirmed by the Council. The post holder must give at least one month's written notice to terminate the Employment. The post holder will be entitled to statutory notice during the probationary period and three months written notice after successful completion of the probationary period.
7. **Pension** - The postholder is entitled to join the contributory West Yorkshire Local Government Pension Scheme.
8. **Employee Development** - The Communications & Engagement Coordinator is entitled to:
 - A monthly meeting with the Town Clerk during the first 6 months to explore their direction of work and personal development.

- After 3 months a discussion with the Town Clerk and a duly appointed representative(s) of the Council to agree and refine the specific responsibilities of the post and to agree performance measures, indicators and milestones.
 - At the end of the first 6 months an agreed Personal Development Plan setting out the tasks and on-going professional development required to achieve key result areas and to develop personal goals over the next period of 12 months.
 - Monthly one-to ones and an annual appraisal would be in place thereafter.
9. Health and Safety Regulations, Other Legislation & Policies - You will be expected to familiarise yourself with all relevant regulations, legislation and policies applying to or made by the Council and ensure that you comply with and ensure others comply with these as required. Detailed policies and procedures are outlined in the Employee Handbook with which you are expected to comply.