



New Role: **Communications, Marketing & Events Assistant/Office Administrator**

Responsible to: Deputy Town Clerk

Hours: Full time – 37 hours

Salary Scale: 13 – 17 (£24,948 - £26,845 – pay award pending)

Job Purpose

Working closely with our Communications, Marketing and Events Officer this role will support the officer, together with general administration duties.

Key Functions and Responsibilities – Communications, Marketing & Events

- Assist with writing, editing, coordinating and publishing content across various channels including the website, social media and printed content.
- Assist with the photography/video/reels for our social media output.
- Write press releases and news items to be uploaded on our website.
- Using the CMS system to create, publish and edit our Brackley Town Council website - training will be provided.
- Support with marketing of Brackley Town Council such as social media content scheduling, poster creation, branding, online newsletter and analytic reporting.
- Collate articles, typeset and liaise with printers for timely distribution of the quarterly magazine "Town Talk".
- Support with event management processes such as adding suppliers to the database, booking venue forms, communicate with event traders and community groups for paperwork and applying for necessary event licensing.
- Assisting as event staff with Brackley Town Council team. This may be weekends/evenings and time off in lieu will be given.
- Building relationships with local community groups and schools within Brackley.

Key Functions and Responsibilities – Estates

- Submitting road closure requests.
- Making signs and notices for our events.

Key Functions and Responsibilities – Administration

- To provide a professional first point of contact for visitors to BTC offices, telephone and website contacts.
- Forwarding queries to appropriate services.
- Maintaining leaflets, displays and internal notice board and outside office notice board.
- Maintain appropriate levels of stationery for the office/unit.



- Maintain appropriate levels for office equip. – photocopier, franking machine etc.
- Provide admin support as required for Clerk/Deputy Clerk– typing, photocopying, proof-reading, etc.
- Maintain an up-to-date database of contacts for local dignitaries, groups and associations for use by all staff.
- Assisting at civic events. This maybe at a weekend and time off in lieu will be given.

Council

- Maintain up-to-date, postal records, committee information and attendance register for all Councillors.
- Collate, print and issue agenda packs for all council meetings.
- Scanning and uploading agenda packs to the website.
- Scanning and uploading draft minutes as appropriate.
- Scanning and upload signed minutes (removal of draft minutes) as appropriate
- Maintain a minute tracker monthly.
- Create the yearly minute books, deliver to the binder and collect when completed
- Receive and complete the planning application list in preparation for the meeting
- Where necessary provide the Mayor with support including helping with correspondence and maintaining the civic diary of engagements.
- Assisting at weddings and civil ceremonies. This maybe at a weekend and time off in lieu will be given.

General

- To be a team player and help out, as needed with any appropriate duties outside of this job description across the activities of BTC.



PERSON SPECIFICATION: Communications, Marketing, Events Assistant/Office Administrator

	Essential Attributes	Desirable Attributes	Method of Evaluation/Testing
Education, Professional Qualifications & Training	<ul style="list-style-type: none"> • 5 GCSEs including Maths & English or Level 2 vocational qualifications and Level 2 qualifications in Maths and English. • Must be entitled to legally work in the UK • Able to drive to and from events 	<ul style="list-style-type: none"> • Marketing/events related qualification 	Application
Experience	<ul style="list-style-type: none"> • Familiar with the use of social media platforms including Twitter, Facebook, LinkedIn and Instagram • Experience in receiving and interpreting instructions • Working to tight and challenging deadlines • Be able to work to appropriate objectives • Working within a team environment, communicating with stakeholders and operating within tight deadlines 	<ul style="list-style-type: none"> • Experience within a communications, marketing and events related role • Previous experience of planning, organising and delivering events • Digital organisation skills including computerised file and folder organisation • Experience of digital marketing, Mailchimp and Google analytics • Previous local government experience 	Application and Interview
Aptitudes	<ul style="list-style-type: none"> • A confident, outgoing person • A real passion for communications, marketing and events management • Personal organisational skills including time keeping and workspace management • Independent and proactive • Confident in using computers and the internet • Creative flair and analytical outlook • Have a spirit of co-operation and a positive, can-do attitude • Must demonstrate a reliable and flexible approach to work • Have a professional telephone manner • Dynamic, innovative and adaptable approach to all tasks • Ability to multi-task • Self-directed and motivated • Excellent communicator • Respond well to pressure • Commitment to equality and diversity • A desire to professionally develop your skill-set • Work well in a team and with a wide range of people 	<ul style="list-style-type: none"> • Good sense of humour 	Application and Interview