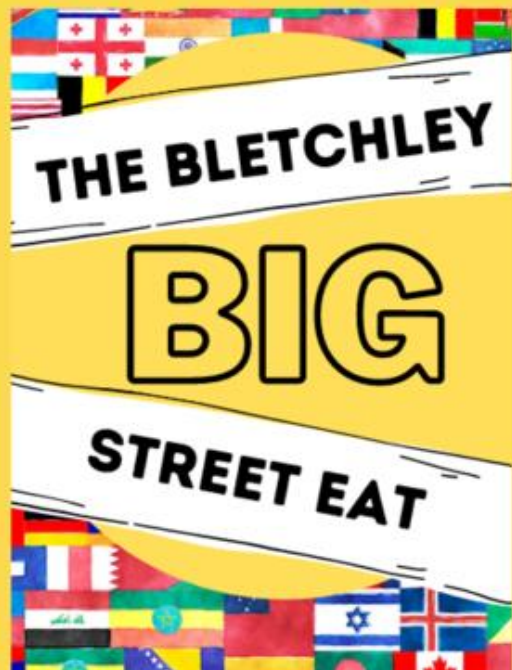


Projects and Media Officer Application Pack





BLETCHLEY AND FENNY STRATFORD TOWN COUNCIL

JOB VACANCY

Projects & Media Officer - Salary Grade SCP 9 – 13 (15 months FTC – Maternity Cover)

£23,194 - £24,498 (depending on experience / please note that this salary range is currently under evaluation)

Bletchley and Fenny Stratford Town Council is looking to appoint a motivated and high performing individual to take on the role of Projects and Media Officer.

We are proud to have a large and diverse local community to work with which makes this an exciting opportunity to make a difference and bring new ideas.

The Projects and Media Officer will report to the Support Services Manager and will:

- oversee management and development of the Town Council's website.
- be responsible for the Town Council's social media platforms as well as developing a media brand for all other publicity material.
- create and post content for the Town Council's website and social media channels.
- draft marketing materials such as flyers, posters and to prepare and to compile and edit the Town Council's newsletters (print and digital).
- develop and support community projects initiated by the Town Council and provide appropriate support to community groups in the development of projects which support the Town Council's priorities.
- maintain the Town Council's marketing database and email distribution.

In return you will receive a competitive salary, enrolment into the local government pension scheme and a generous annual leave entitlement.

If you would like to know more about this role then please see below for the full job description and person specification or you can contact John Fairclough (Support Services Manager) on 01908 649469.

The application form is at the bottom of this pack and the deadline for applications is Friday 07 April 2023 at 5pm.



Projects and Media Officer

Job Title	Projects & Media Officer
Reporting to	Support Services Manager
Purpose of Job	To develop excellent relationships between the Town Council and the community primarily through: <ul style="list-style-type: none"> • Delivery of media and publicity communications in line with the Town Council's communication and community engagement policies • Development and support of community projects initiated by the Town Council and provision of appropriate support to community groups in the development of projects which support the Town Council's priorities
SCP Range	SCP 9-13 Salary Band £23,194 to £24,498 (currently under review)
Hours	37 hours per week (15 months FTC)
Primary place of work	Sycamore House (but working from other council premises and in the community will be required as part of the role)
Principal Responsibilities	
Projects	
(1) To develop and support relationships with community groups and support the Council's approach to emerging communities, working with residents, partners, stakeholders, community & voluntary sector and neighbouring councils	
(2) To lead on or contribute to a range of projects and initiatives in support of the Council's strategic priorities, this will include working flexibly and positively	
(3) To work within local communities to engage and involve residents and local community organisations in council projects	
(4) To attend, promote or co-ordinate meetings with partner organisations according to need and draft and present reports and briefing papers for internal and external use.	
(5) To investigate funding streams for the Town Council to deliver community-based projects in line with the Town Council Plan.	
(6) To support and assist with the planning and delivery of Town Council events and activities	
(7) To attend occasional staff meetings/training sessions/Council meetings outside normal hours of work.	
Media	
(8) To ensure that the council's overall vision, values and ethos are central to Town Council communications and messaging	
(9) To prepare coherent marketing campaign reports using data analysis tools	
(10) To promote a positive image of the Town Council at all times and to maximize opportunities for positive public engagement with the Council	
(11) To work to promote the Town Council's facilities and services and to identify opportunities for partnership working	
(12) To oversee management and development of the Town Council's website	
(13) To be responsible for the Town Council's social media platforms (including FB ads) and as well as developing a media brand for all other publicity material.	
(14) To create and post content for the Town Council's website and social media channels	



- | | |
|------|--|
| (15) | To maintain the Town Council's marketing database and email distribution |
| (16) | To draft marketing materials such as flyers, posters and to prepare and to compile and edit the Town Council's newsletters |
| (17) | To liaise with printers, designers and distributors |
| (18) | To collect data from the community through surveys, analysis and networking |
| (19) | To continue to develop knowledge and skills and to attend training or acquire qualifications required for effective performance in this role |



Person Specification – Community Projects and Media Officer		
Key Requirements	Essential	Desirable
Qualifications		
5 GCSEs including English Language and Maths (or equivalent)	✓	
A Level and/or Degree level qualifications (or equivalent)		✓
Recognised administrative/IT qualifications	✓	
Experience		
Administrative work in an office environment	✓	
Experience of using a wide range of software applications including word processing, email and internet	✓	
Experience of databases, spreadsheets		✓
Experience of Social Media platforms	✓	
Experience of working with community groups and stakeholders	✓	✓
Experience of Bid writing	✓	
Experience of writing articles, reports and press releases		
Knowledge		
Knowledge of local authority functions	✓	
Knowledge of health and safety and equal opportunities		✓
Local knowledge of Bletchley and Fenny Stratford	✓	
Understanding of community organisations	✓	
Skills		
Excellent communication and language skills both written and verbal at all levels	✓	
Keyboard and IT skills including working knowledge of Microsoft Office applications	✓	
Strong organisation and prioritisation skills including ability to manage own workload and use initiative	✓	
Personal Qualities		
Ability to fit into a team	✓	
Ability to deal with people at all levels in a professional manner	✓	
Enthusiasm and flexibility, willing to undertake mundane tasks	✓	
Able to maintain confidentiality		
Other		
Willingness to work at any of the Council's premises	✓	



Bletchley and Fenny Stratford Town Council

Job Application Form

Post Applied For:

Personal Details

Name:

Email Address:

Contact Number:

Current or Last Employer

Employers Name:

Position Held:

Employment Address:

Post Code:

Date Started:

Date Finished:

Salary:

£

Reason for leaving:

Brief Summary of
your duties:

When would you be available for employment?



Previous Employment

Employers Name:	
-----------------	--

Position Held:	
----------------	--

Employment Address:	
---------------------	--

Post Code:	
------------	--

Date Started:		Date Finished:	
---------------	--	----------------	--

Salary:	£	
Reason for leaving:		

Brief Summary of your duties:	
Employers Name:	

Position Held:	
----------------	--

Employment Address:	
---------------------	--

Post Code:	
------------	--

Date Started:		Date Finished:	
---------------	--	----------------	--

Salary:	£	
Reason for leaving:		

Brief Summary of your duties:	
Employers Name:	

Position Held:	
----------------	--

Employment Address:	
---------------------	--

Post Code:	
------------	--

Date Started:		Date Finished:	
---------------	--	----------------	--

Salary:	£	
Reason for leaving:		

Brief Summary of your duties:	
-------------------------------	--



Previous Employment contd.,

Employers Name:	
-----------------	--

Position Held:	
----------------	--

Employment Address:	
---------------------	--

Post Code:	
------------	--

Date Started:		Date Finished:	
---------------	--	----------------	--

Salary:	£	
---------	---	--

Reason for leaving:	
---------------------	--

Brief Summary of your duties:	
-------------------------------	--

Employers Name:	
-----------------	--

Position Held:	
----------------	--

Employment Address:	
---------------------	--

Post Code:	
------------	--

Date Started:		Date Finished:	
---------------	--	----------------	--

Salary:	£	
---------	---	--

Reason for leaving:	
---------------------	--

Brief Summary of your duties:	
-------------------------------	--

Employers Name:	
-----------------	--

Position Held:	
----------------	--

Employment Address:	
---------------------	--

Post Code:	
------------	--

Date Started:		Date Finished:	
---------------	--	----------------	--

Salary:	£	
---------	---	--

Reason for leaving:	
---------------------	--

Brief Summary of your duties:	
-------------------------------	--



Please note that you will be required to produce evidence

Supporting Statement

Drawing upon your experience, skills, abilities and qualifications you should demonstrate below their relevance to the job that you are applying for. Use the job description and person specification as a guide and be sure to highlight your ability to the job where you can. You should also include an explanation which details why you are applying for this job.



--

References

Please give details of two people who can provide information that will confirm your suitability for the post. Where appropriate one person should be your current or most recent employer. Please note that for certain posts the Town Council reserves the right to contact any previous employer and request a reference in addition to the two detailed below.

1. First Reference

Name:	
-------	--

Address:	

Post Code:	
------------	--

Relationship:	
---------------	--

Contact Number:	
-----------------	--

Email address:	
----------------	--

Can we contact before the interview? (please state yes or no)	
---	--

2. Second Reference

Name:	
-------	--

Address:	

Post Code:	
------------	--

Relationship:	
---------------	--

Contact Number:	
-----------------	--

Email address:	
----------------	--

Can we contact before the interview? (please state yes or no)	
---	--





Disability Discrimination Act 1995

This Act protects people with disabilities from unlawful discrimination. If we know you have a disability, we will make adjustments to the working environment provided it is reasonable in the circumstances to do so.

Do you have a disability which you wish us to know about at this stage? (Please state Yes or No)	
--	--

If yes, to assist us in considering your application, please let us know if you believe there are any reasonable adjustments we should be making.

Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we can only offer you a job if you have the right to live and work in the United Kingdom. You will therefore be requested to produce appropriate documentation.

Are you legally entitled to live and work in the UK and are able to produce documentation? (Please state Yes or No)	
---	--

Further Information and Declaration

Canvassing

All forms of canvassing will automatically disqualify candidates from employment, e.g. you must not ask a Councillor or Officer to use their influence to help you gain this job.

Are you related to a Councillor or Officer of the Town Council? (Please state Yes or No)	
--	--

If yes, please provide:

Name:	
-------	--

Relationship:	
---------------	--

Mobility

If the post you have applied for involves driving duties/ability to travel to different locations, are you able to fulfil these duties? Note: the person specification / job description will indicate what is required. (Please state Yes or No)	
---	--



Declaration

I certify that the information given on this form is factually correct to the best of my knowledge. I understand that information from this form may be computerised for personnel / employee administration / equal opportunities monitoring purposes in accordance with the Data Protection Act 1988. In addition, in accordance with this Act, this information may also be used for the prevention and detection of fraud and crime. Where applicable I will be subject to the regulations on political restrictions as defined in the Local Government Housing Act 1989.

Warning: any person appointed to the Town Council having given false information will be liable to dismissal without notice.

Signed:	
---------	--

Date:	
-------	--

Once you have completed this form and signed it, please return to the Town Council by either scanning a copy and emailing it to

info@bletchleyfennystratford-tc.gov.uk

Alternatively, you can deliver/post it to the main office at:

Bletchley and Fenny Stratford Town Council
Sycamore house,
Drayton Road,
Bletchley,
MK2 3RR

We regret that we may not be able to reply to all applicants but would like to take this opportunity to thank you for your interest in this post. Therefore, if you do not hear from us within 21 days of the closing date, your application has been unsuccessful on this occasion.