

# Communications and Events Officer

## Job Description and Person Specification

Job Title: Communication and Events Officer (Part-Time)

Organisation: Shavington-cum-Gresty Parish Council

Hours: 16 hours per week (days and times to be agreed with the Clerk, with occasional evening and weekend work to support events)

Salary: SCP 18 (£31,537) (FTE)

Reporting to: Parish Clerk

Location: Shavington Village Hall and Remote/Home-based

### About Shavington-cum-Gresty Parish Council

Located in Cheshire East, Shavington-cum-Gresty Parish Council is dedicated to fostering a vibrant, inclusive, and well-connected community. We value transparency, collaboration, and innovation in serving our residents, and are committed to creating opportunities for community engagement through effective communication and meaningful local events.

### Job Overview

This role combines communications and events support, helping the Council connect with residents through engaging storytelling, impactful outreach, and memorable events. The postholder will play a central role in promoting Council activities, supporting event delivery, and strengthening relationships within the parish.

### Key Responsibilities

A detailed list of responsibilities includes communications and content creation, social media and digital engagement, website management, event support, community engagement, public relations, and support for strategic communications.

### Person Specification

Essential: Excellent communication, storytelling, social media, and event coordination skills; flexible approach.

Desirable: Understanding of local government communications, photography/design skills, and event safety awareness.

### Application Process:

Send your CV and cover letter to [clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk)

Deadline for submission: 12 December 12pm

Telephone interviews: w/c 5 January

In person interviews: w/c 12 January