



## **Saltash Town Council** **Communications and Engagement Officer**

Could you be our new Communications and Engagement Officer?

We're looking for someone to help promote the good work of the Town Council. This is an exciting role if you have marketing and comms experience and are looking to develop your career with a high-profile Town Council.

37 hours per week, 9am to 5pm Monday to Friday, subject to your attendance at evening meetings and civic events as required.

Saltash Town Council can offer:

NJC: 13 - 17, £28,163 - £30,060 Living Wage Employer, Local Government Pension Scheme, 24 days holiday plus bank holidays (pro rata).

Application form, job description and person specification available from:

<https://www.saltash.gov.uk/jobvacancies.php>

**OR**

Saltash Town Council  
The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX

Tel: 01752 844846

**OR**

Email: [humanresources@saltash.gov.uk](mailto:humanresources@saltash.gov.uk)

Applications will only be accepted on the official Town Council application form, CV's will not be accepted.

Please contact the email address or telephone number above if you would like further information about the role prior to completing the application form.

**Closing date: Tuesday 1<sup>st</sup> July 2025 at 4pm**, however, please feel free to apply as soon as possible, as applications will be considered upon receipt. We reserve the right to interview / appoint before the closing date.

**Interview expectations:** You will be asked to deliver a 10-minute presentation, followed by a review of your portfolio to showcase your work and experience.

**Anticipated interview date:** upon receipt of successful shortlisted candidate(s).