

# Saltash Town Council



**Join Our Team - Communications and Engagement Officer**  
**Full time: 37 hours per week / NJC: 13 – 17 (£29,064 - £31,022)**

## **Why join Saltash Town Council:**

We are a supportive and community-focused workplace where your wellbeing and professional growth are valued. We offer:

- Local Government Pension Scheme employer contribution for 2025-26: 19.5%
- Accredited Living Wage Employer
- Competitive pay aligned with the National Joint Council (NJC)
- 24 days annual leave plus bank holidays
- Additional 4 days annual leave after five years of service
- Ongoing training and development opportunities
- Health care insurance
- Bright Exchange discounts and offers
- A supportive sickness absence policy
- We believe balance drives performance. That's why we're committed to flexible working arrangements including hybrid working that support your wellbeing while ensuring the smooth and effective delivery of Council services (where appropriate for the role)

## **Purpose of the role:**

Saltash Town Council is seeking a proactive and dynamic Communications and Engagement Officer to join our team. This is an exciting opportunity for someone who thrives in a varied role, one day you might be crafting engaging social media content or designing eye-catching promotional materials, the next you're helping deliver a community event or producing engaging press releases.

The Communications and Engagement Officer will lead our communications strategy, promoting Town Council services, events, and key messages across social media, press, web, video, and print. You'll help build strong community relationships, ensuring our messaging is inclusive, informative, and on-brand. You'll also manage media relations, support business plan communications, and collaborate across the organisation to uphold high standards in all internal and external engagement.

## **The ideal candidate will:**

- Have proven experience in marketing, communications, and event coordination, delivering impactful campaigns and community initiatives.
- Be a confident and creative communicator, skilled in producing content for social media, websites, press releases, and newsletters, in line with brand guidelines.
- Demonstrate strong organisational skills, with the ability to manage multiple projects, meet deadlines, and provide accurate reporting.
- Work collaboratively across departments and with external partners, displaying professionalism, tact, and a commitment to inclusivity.
- Act as a positive ambassador for the Town Council, maintaining confidentiality and adhering to communication and conduct policies.

# Saltash Town Council

**Contract:**

Full-time employment - 37 hours per week, typically Monday to Friday 9am to 5pm with additional responsibilities that include attending evening Town Council Committee meetings and Civic Events as required.

**Location:**

The Guildhall, Saltash, Cornwall

**How to apply:**

Applications will only be accepted on the official Town Council application form which includes space for a supporting statement of 750 to 1000 words, please read and understand the Job Description and Person Specification thoroughly as this is what your written evidence will be assessed against.

Share with us what makes you suited to this role and why, what you can do and the skills you have that are transferable to the key requirements, and the life experience or passion you have that are linked to this role.

CV's or previous applications will not be accepted.

Refer to the Town Council [website](#) to download the application form and supporting documents relating to this role.

Please contact [judy@hrsupportconsultancy.co.uk](mailto:judy@hrsupportconsultancy.co.uk) or telephone 01822 870270 if you would like to discuss the role prior to completing the application form and submitting directly to [judy@hrsupportconsultancy.co.uk](mailto:judy@hrsupportconsultancy.co.uk)

**Interview:**

Shortlisted candidates will be asked to complete a pre-interview task to create a short press release and social media post based upon a set brief. This task is designed to help us understand your communication style, creativity, and understanding of how to promote council work in a public-facing and accessible way.

Following this you will be invited to a face-to-face interview where you will be asked to present and explain the materials you've created (approx. 10 minutes). This, along with a number of questions will be used to assess your suitability for the role.

To help you prepare and settle into the interview you will be sent further details a minimum of 3 clear working days prior to your interview.

**Selection and Feedback:**

We will notify you if you have been shortlisted for interview. Feedback will only be provided following an interview.

**Closing Date:**

23 September 2025, 12 noon. However, please feel free to apply as soon as possible, applications will be considered upon receipt. We reserve the right to interview / appoint before the closing date.

Thank you for your interest in this role.