**WINNERSH PARISH COUNCIL**

**JOB DESCRIPTION**

**Job Title: Community Engagement & Lettings Officer**

**(Part-Time 16 hours per week)**

1. **Marketing & Promotions** (10%)

* Develop and produce a broad range of marketing initiatives and products including newsletters, posters, leaflets, banners, display boards and adverts to promote the Council’s services including the hire of the Winnersh Community Centre, Bearwood Recreation Ground, Allnatt Pavilion, Allotments and Events.
* Produce press releases promoting the work of the Council.

1. **Website and Social Media** (25%)

* Assist with the creation and on-going development of a new Parish Council website.
* Update, add new content and maintain the website and review and report on its performance.
* Monitor a range of social media channels including Facebook, Instagram and Twitter and where appropriate post items that may be of interest to the local community. Respond to questions and comments raised through these channels.

1. **Updating Noticeboards** (5%)

* Display suitable material, in addition to committee meeting agendas, on the four noticeboards positioned around the parish and keep the material refreshed on a regular basis.

1. **Facility viewings and lettings** (30%)

* In liaison with the Caretaker, show potential hirers the range of facilities offered by the Council.
* Process lettings from initial enquiry through to confirming lettings and issuing contracts/terms & conditions and invoicing for payment.
* Liaise with the hirer and bar manager to determine customer requirements for the bar.

1. **Events** (Winnersh Summer Fete, Christmas Lights, Litter Pick, Kenyan Festival) (6%)

* Represent the Council on a range of event planning groups/committee’s and make suggestions on how events could be developed in line with customer requirements and expectations, licencing and other legislations.

1. **Allotments administration** (4%)

* Administer the allotments service including maintaining the register of allotment holders and waiting list, issuing of allotment agreements and invoicing for the annual rent.

1. **General administration** (10%)

* Provide administrative support to the Parish Office including recording of all mail daily, taking and dealing with telephone calls, emails and visitors.

8) **Deputise for the Parish Clerk** (5%)

* In the absence of the Clerk, carry out tasks that may reasonably be required.

9) **Deputise for the Assistant Parish Clerk** (5%)

* In the absence of the Assistant Clerk, provide cover and carry out tasks that may reasonably be required.

10) **Carry out any other duties commensurate with the role.**

**WINNERSH PARISH COUNCIL**

**PERSON SPECIFICATION**

**Job Title: Community Engagement & Lettings Officer**

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| Key Requirements | | Desirable | Essential |
| Qualifications | * Good general education * CiLCA * Marketing Qualification * Accounting Qualification |  |  |
| Experience and Knowledge | * Previous experience in a similar role * Previous local government / local authority administration experience * Experience of working in a public facing role * Marketing * Accounting (bookkeeping/cashbooks/sales and purchase ledger) * Planning procedures * Event management * Health & Safety |  |  |
| Key Skills | * Able to work in a small team or alone * Able to work on own initiative and complete tasks without supervision * Confidence in dealing with unexpected and difficult situations and people * To assess situations and offer solutions * Be computer literate and confident user of Word, Excel, Outlook and the Internet * Have website and social media (including Facebook / Twitter) skills * Excellent time management * Methodical working approach with high levels of accuracy and attention to detail * High level of administrative skills * Good standard of written communication |  |  |
| Personal Qualities | * Excellent face to face communication and telephone manner * Well organised * Flexible and able to multi-task * A willingness to learn and take responsibility for own personal development * Collaborative working style * Pro-active and innovative approach to work |  |  |
| Other | * Driving licence and access to car/cycle * Willingness to work unsocial hours * Willingness to work flexible hours |  |  |