



Job Title: Parish Communications Officer (PCO)

Organisation: Tiptree Parish Council

Salary: SCP 12 -14 (£27,711 to £28,624 annually) pro rata to 15 hours a week

Responsible to: The Council as a Corporate Body

Tiptree Parish Council is seeking a dynamic and experienced Parish Communication Officer (PCO) to oversee the Council's public Communication. This is a key role, responsible for ensuring the smooth conveyance between the public and the council's services, supporting the Council in its engagement with the public, and working alongside the management team.

Key Responsibilities:

- Represent the Parish Council in interactions with local authorities, organisations, the media, and the public in line with parish council policy.
- Run and improve the Council's website and Social media outlets.
- Prepare and manage the Council's monthly newsletter.
- Support the Council on Social media policy and maintain compliance with GDPR.
- Overseeing communications to the public and other bodies.
- Promoting activities of the council.

Skills and Qualifications:

- Ability to work independently on projects.
- Strong knowledge of Publication.
- Excellent organisational, communication, and IT skills.

Working Conditions: This role will involve Flexible working and occasional weekend duties. Core working hours and conditions will be agreed with the Council.

Join Tiptree Parish Council and play a pivotal role in shaping the future of the local community while ensuring the smooth operation of its services.

To apply or for more information, please contact 01621 817030 option 1 or
Clerk@Tiptreeparishcouncil.gov.uk

Closing Date for applications 31st May 2025, Interviews to be conducted W/c 16th June 2025.