



## **Hebden Royd Town Council**

### **Community Development & Communications Officer**

**POST GRADE:** NJC Point 21-23 FTE £28,900 - £30,151 - Pay Award Pending – 2023/24.

**HOURS:** Up to 0.6 FTE Permanent Post.

The Town Council recognises that supporting communities and building their confidence and capacity in delivering projects and initiatives is a vital element in tackling disadvantage and achieving a more sustainable Hebden Royd.

The Community Development & Communications Officer will play a critical role in delivering this by immersing themselves within communities and creating, developing and supporting projects and initiatives that will deliver social, economic, cultural and environmental benefits.

The Community Development & Communications Officer will play a crucial role by improving the flow of communication between communities, the Town Council and key partners and, critically, within communities themselves. The successful candidate will make more effective use of the Town Council's website and social media platforms, ensuring that the communication is two-way and support the delivery of a diverse calendar of events in Hebden Royd.

A job description, person specification and an application form can be downloaded from : [www.hebdenroydtowncouncil.gov.uk](http://www.hebdenroydtowncouncil.gov.uk) or by emailing [info@hebdenroydtowncouncil.gov.uk](mailto:info@hebdenroydtowncouncil.gov.uk)

For an informal discussion please contact the Town Clerk at the email address above.

Applications are only accepted via application form.

Applications to be received by noon Monday 17<sup>th</sup> April 2023

Interviews to be held w/c 24<sup>th</sup> April 2023

Role to commence June 2023 with an exact start date to be negotiated.