

Oakham Town Council – Recruitment

Proposed advertising for the current job vacancies – Clerk, RFO, Administration Officer and Communications & Events Officer:

It is recommended that the positions each be advertised via the following sources for which Council need to approve the cost:

- NALC.
Includes one listing on their website and one listing in their e-marketing mailing until the closing date. Member rate £100 + VAT. Council is a member of NALC.
or
One listing on their website, one post on their social media channels and one listing in their e-marketing mailing until the closing date. Member rates £300 + VAT.
TOTAL COST FOR 4 ADVERTS £400 / £1,200 + VAT – recommend the £400.
- Leicestershire & Rutland ALC.
Advert on their website.
Cost £0
- SLCC.
Includes the advert on their website, social media channels, and e-newsletter for 1 week.
Cost £124 + VAT. TOTAL COST FOR 4 ADVERTS £496 + VAT
- Email all local councils within a radius of approximately 25 miles in order to reach the local RFOs.
Cost £0.
- LGRC website, Facebook, Twitter, Linked In.
Cost £0.
- Oakham Town Council website.
Cost £0.
- Indeed.
Cost £0.
- Facebook – post to all pages/groups possible within a 25 mile radius reaching thousands of people.
Cost £0.
- Oakham Town Council noticeboards.
Cost £0.

- Word of mouth.
Cost £0.

The Mayor has also offered to advertise the roles on his personal blog at no cost to Council.

RECOMMENDATION: That Council approve the proposed advertising of each of the 4 vacancies as detailed above at a total cost of £896 + VAT to be taken from the HR budget.