



Oakham Town Council

Communications & Events Officer Vacancy

Application Pack

October 2026

RECRUITMENT OF COMMUNICATIONS & EVENTS OFFICER

THE ROLE

Oakham Town Council (OTC) is seeking to recruit a part-time Communications & Events Officer.

We are looking for a confident, proactive and forward-thinking person who can support the Council in developing and delivering effective communications and engagement activities that improve relationships with residents, local organisations, community groups, local businesses and other stakeholders. The aim being to enhance the Council's public profile through effective use of newsletters, digital communications, social media, website content and community engagement initiatives. You will lead on the planning, promotion and delivery of Council events, ensuring they are well organised, inclusive, safe and aligned with the Council's objectives.

The successful candidate needs to be able to demonstrate a proven track record in communications, marketing, website administration, social media, community engagement and event management.

The role is part-time office-based. Flexibility is needed as evening meetings and the occasional weekend working is a requirement of the role.

ROLE SPECIFICS

Permanent part-time, office-based.

Hours: 22.5 hours per week including the occasional evening and weekend.

Salary: £16.08 to £16.61 p/hr SCP15-17 LC1 dependent upon experience and qualifications.

Generous local government pension scheme.

Qualifications preferred:

- PRINCE2 Foundation / Practitioner
- CIPR Foundation Award in Public Relations or CIPR Professional PR Certificate
- CIM Level 3 Award in Marketing Principles
- CIM Level 4 Certificate in Professional & Digital Marketing

It is expected that the successful applicant will commit to local government training if they do not already have the relevant skills and experience.

HOW TO APPLY

Applicants must be able to demonstrate significant marketing and events experience.

Applicants should read all of the Application Pack prior to completing their application and make clear in their application why they are interested in the position, and what relevant skills and experience they have, with reference to the Job Description and Person Specification.

CVs can accompany the application form if you wish. Please note that the post will be subject to a DBS check.

Application packs and a job application form are available at www.oakhamtowncouncil.gov.uk. The application form should be returned to Samantha Haywood, Locum Clerk/RFO, townclerk@oakhamtowncouncil.gov.uk marked private and confidential.

Deadline for applications: 31st October 2026

Oakham Town Council is committed to equality of opportunity and actively welcomes applications from all suitably qualified candidates.

THE PARISH

Oakham is a historic market town in the county of Rutland, in the East Midlands of England. It is the county town and is well known for its attractive historic buildings, traditional market-town character and pleasant rural surroundings. The town offers a combination of traditional charm and modern amenities, making it an appealing place for families, professionals, retirees and visitors. It benefits from good access to the surrounding countryside and is located close to Rutland Water, one of the area's major attractions.

Oakham has a varied range of shops and services, particularly around the High Street, Market Place, Mill Street and Church Street. The town centre includes independent retailers, clothing shops, gift shops, cafés, pubs, restaurants, supermarkets and everyday convenience stores. The mix of independent businesses and larger retailers helps provide for many day-to-day needs, while the traditional streets and historic buildings contribute to its distinctive character. The town also has schools, healthcare services, leisure facilities and community amenities, making it a practical place to live rather than simply a tourist destination.

SELECTION PROCESS AND TIMETABLE

All applications will be scored and then considered by the selection panel. Shortlisted candidates will be invited to participate in an interview in Oakham. Panel interviews will last for up to 1 hour. Once invited for interview, please do advise of any special requirements or needs to ensure we can consider any reasonable adjustments required. Candidates may be required to attend a second interview and give a presentation.

Activity	Date
Application closing date	31 st October 2026
Candidate shortlisting	2 nd November 2026
First interviews	To be confirmed
Second interviews	To be confirmed

JOB DESCRIPTION

Job Description

Communications & Events Officer

Reports to: Town Clerk

Date: XXXXXXXX

Hours: Part-time 22.5 hours per week

Salary: £16.08 to £16.61 ph SCP15-17 LC1

Job Purpose

To support the Council in developing and delivering effective communications and engagement activities that improve relationships with residents, local organisations, community groups and local businesses.

To enhance the Council's public profile through effective use of newsletters, digital communications, social media, website content and community engagement initiatives.

To lead on the planning, promotion and delivery of Council events, ensuring they are well organised, inclusive, safe and aligned with the Council's objectives.

Communications and Engagement

- Develop and deliver effective communication strategies to improve engagement between the Council, residents, local organisations, community groups and businesses.
- Manage the production and distribution of any Council newsletters, ensuring content is accurate, engaging, timely and reflects Council activities, services and initiatives.
- Create, edit and publish content across Council communication channels, including websites, social media platforms, newsletters, blogs and other digital platforms.
- Manage the Council's social media presence in strict accordance with the Council's Communications Policy, helping to ensure all content is regular, appropriate, accessible and supports positive community engagement.
- Monitor resident feedback, comments and enquiries through communication channels and ensure responses are directed appropriately.
- Promote Council services, projects, consultations, events and community initiatives.
- Build positive working relationships with local organisations, community groups, local businesses and other stakeholders to encourage collaboration and information sharing.

Events Management

- Plan, organise and coordinate Council events, including community events, civic occasions, consultations, meetings and other activities as required.
- Develop event plans, timelines, budgets and schedules to ensure events are delivered effectively and within agreed resources.
- Prepare and manage event budgets in conjunction with the Clerk and RFO, including estimating costs, obtaining quotations, monitoring expenditure and ensuring events are delivered within approved budgets and provide value for money.
- Coordinate event logistics, including venues, suppliers, vendors, bands, contractors, equipment, facilities, publicity and volunteer support.
- Attend and support Council events, providing on-site coordination and ensuring events run smoothly.
- Liaise with Councillors, staff, community groups, performers, suppliers and external partners in relation to event delivery.
- Evaluate events following completion and make recommendations for future improvements.

Event Health and Safety

- Ensure appropriate health and safety arrangements are in place for Council events, including completion of risk assessments, method statements and event safety plans where required.
- Ensure event arrangements comply with relevant legislation, Council policies, insurance requirements and best practice.
- Liaise with contractors, suppliers and external organisations to ensure suitable health and safety documentation and evidence of insurance is obtained.
- Identify and manage event-related risks, escalating concerns to the Clerk where appropriate.
- Support the preparation of emergency procedures and contingency arrangements for Council events.
- Apply Martyn's Law requirements to all applicable events.

Community Engagement

- Arrange, support and attend residents' meetings, community engagement sessions and public consultations.
- Encourage greater participation from residents, local businesses and community organisations in Council activities and decision-making.
- Gather feedback from residents and stakeholders to help improve Council services and communications.
- Assist with consultation exercises, surveys and engagement campaigns.
- Identify opportunities to strengthen links between the Council and the wider community.

Website and Digital Communications

- Maintain and update website content, ensuring information is accurate, current and accessible.
- Ensure online communications meet accessibility and transparency requirements.
- Monitor digital engagement and recommend improvements to increase reach and effectiveness.
- Support the development of new digital communication methods where appropriate.

Administration and Reporting

- Maintain accurate records relating to communications activities, events, suppliers, contacts and engagement activities.
- Prepare reports and updates for the Clerk and Full Council on communications activity, engagement levels and event outcomes.
- Monitor communications and events budgets, ensuring expenditure provides value for money.
- Support the preparation of promotional materials, publications and community information resources.

Professional Development

- Maintain and develop professional competence through ongoing Continuing Professional Development (CPD), relevant training and attendance at appropriate sector events.
- Keep up to date with changes in legislation, statutory guidance, financial regulations and best practice affecting local government.
- Apply updated knowledge and skills to support effective communications and continuous improvement within the Council.

The following accountabilities apply to all posts:

- Work Environment: A level of flexibility, a positive attitude, and ability to adapt to changes due to service needs.
- The postholder will be expected to cover similar roles.
- To implement the Council's Equal Opportunities and Diversity policies and to work actively to overcome discrimination on grounds of age, disability, gender, race, religion/belief, sexuality or status in the Council's service.
- To take responsibility appropriate to the post held for tackling racism and promoting good race, ethnic and community relations.
- To ensure that the Council's values, policies, procedures, Standing Orders, and Financial Regulations, and relevant external regulations, standards or legal requirements, including the Data Protection Act, the Computer Misuse Act, the Health & Safety at Work Act and other relevant legislation are integrated into work programmes and service delivery.
- To maintain strict confidentiality wherever required.

Person Specification – Communications & Events Officer

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	• Experience of communications, marketing, community engagement, events management or a related role. • Experience of producing written content for newsletters, websites, social media or other communication channels. • Experience of planning and coordinating events or public activities. • Experience of managing event health and safety requirements, risk assessments and contractor arrangements. • Understanding of the importance of effective communication between public bodies and their communities.	• Experience of working within local government, the public sector or a community-focused organisation.	Application form Interview Scoring system
QUALIFICATIONS / TRAINING	• Good general education including GCSEs (or equivalent) in English and Maths.	• Qualification or training in communications, marketing, public relations, events management or a related subject. • Training in event safety, risk assessment or community engagement.	Application form Copies of certificates

SKILLS & KNOWLEDGE	• Excellent written and verbal communication skills. • Ability to produce clear, accurate and engaging content for different audiences. • Strong organisational skills with the ability to manage multiple projects and deadlines. • Ability to build positive relationships with residents, organisations, businesses and partners. • Good attention to detail and ability to maintain accurate records. • Ability to work independently and use initiative. • Good IT skills, including confidence using Microsoft Office, website platforms, social media tools, and design packages such as Canva. • Excellent organisational and time management skills. • High level of attention to detail.	• Knowledge of local council procedures, governance and community engagement. • Experience analysing communication engagement statistics and improving reach. • Understanding of confidentiality and data protection requirements.	Application form Interview References
PRACTICAL & INTELLECTUAL SKILLS	• Good communication skills, both written and verbal. • Excellent planning and organisational skills, and able to prioritise workload and meet deadlines. • Ability to work autonomously and harmoniously with staff, councillors and the public.		Application form Interview References

DISPOSITION / ATTITUDE	• Able to work calmly under pressure and meet deadlines. • Able to maintain confidentiality. • Able to anticipate problems and solve them in a calm, structured manner. • Professional, reliable and trustworthy. • Friendly, approachable and community-focused. • Creative and enthusiastic approach to communications and engagement. • Commitment to providing high-quality public service.		Application form Interview References
SPECIAL REQUIREMENTS	• Willingness to attend evening and weekend events and meetings. • DBS check. • Willingness to undertake training and professional development.	• Full driving license	Application form Interview

Terms & Conditions – Communications & Events Officer

Payment of salary: Paid monthly in arrears.

Probation period: The post is subject to a probationary period of 3 months.

Conditions of Service: In accordance with the National Joint Council for Local Government Services.

References: The post is subject to two satisfactory references.

Place of work: Office-based in Oakham. There will be a requirement to work out of, and visit, other sites in and around the parish on occasion. NB: The Council is currently located in Long Row, Oakham but it is possible that Council will be moving to another location in Oakham.

Leave entitlement: Full-time equivalent 23 days annual leave, plus bank holidays and 2 additional (statutory) days (25 days plus bank holidays). An increase of 3 days is applied following 5 years' continuous service (28 days plus bank holidays). Pro-rata'd for part-time employment.