

Vacancy for a Communications Officer **Part time – 3 hours per week working from home**

West Moors Town Council is seeking to recruit the right person to maintain and update the Town Council website and social media pages.

The primary role involves maintaining the Community Pages of the Town Council website to ensure all information is up to date and relevant. This requires liaising with local community groups on a regular basis.

You will be required to develop innovative and effective communications to encourage residents to engage with the Town Council.

Your duties will include ensuring the website is current, creating engaging social media content and shaping public messages.

Full details and an application form can found at
www.westmoors-tc.gov.uk

If you are interested, please contact:
Judi Weedon on 01202 861044 or
e-mail clerk@westmoors-tc.gov.uk

The closing date for applications is Friday 18th March 2022
Interviews will be conducted week commencing 21st March and
carried out via Zoom