

# Job description

## Communications Officer

<b>Immediate team</b>	Communications and Engagement
<b>Service team</b>	Corporate Services
<b>Line manager's job title</b>	Senior Communications Officer
<b>Number of direct reports</b>	0
<b>Salary and grade</b>	£32,367 per year, Grade 4
<b>Duration of role</b>	Fixed term – 2 years
<b>Hours per week</b>	37
<b>Location</b>	The designated office base is Abbey House, Abingdon. The councils operate in a truly flexible, and hybrid way where the focus is on outcomes not where you work.
<b>Employing council</b>	TBC
<b>Probationary period</b>	Six months
<b>Notice period</b>	One month
<b>Annualised hours apply</b>	Yes
<b>DBS check required</b>	No
<b>Date job description updated</b>	March 2026

## About the role and what we're looking for

### Job purpose

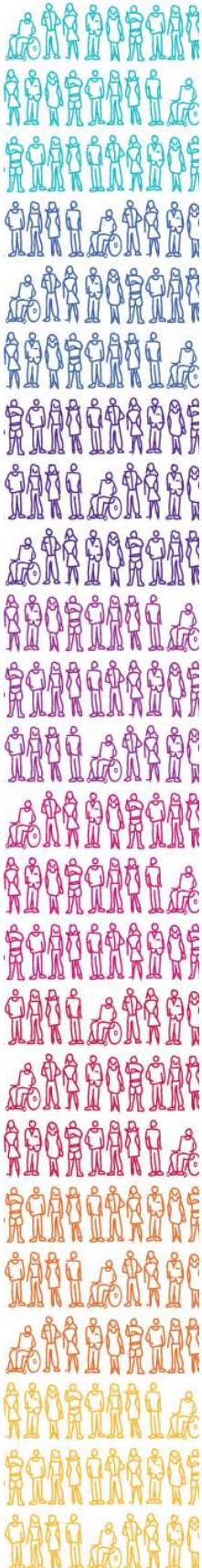
To help communicate the councils' services, activities and decisions through all the channels available both internally and externally and help maintain a reassuring image of the councils through the press, social media and online.

To support senior colleagues in the Communications Team to deliver their projects, campaigns and activities.

### Main duties and responsibilities

- Managing the councils' media relations for specific departments, including writing press releases, arranging interviews, briefing spokespeople and handling media enquiries
- Copy writing for the councils' websites, intranet and publications for different audiences
- Monitoring and managing the councils' existing web content





- Assisting and training officers on the councils' content management system
- Implementing and assisting the development of the councils' social media activities
- Producing the shared staff newsletter and the councils' town and parish newsletters
- Advising staff and councillors on communications activities and issues
- Developing and implementing communications plans and strategies for specific departments
- Attending and photographing/filming council services, events or activities for use in council publicity
- Briefing suppliers on design, print and web requirements
- Supporting the communications team leader manager and senior communications officers.
- Providing communications support to departments
- Contributing to achieving the department's targets, aims and objectives

The duties may vary from time to time without changing the nature of the post or the level of responsibility and the post holder may also be required to carry out any other duties appropriate to the grading of the post.

## About you

### Your essential qualifications

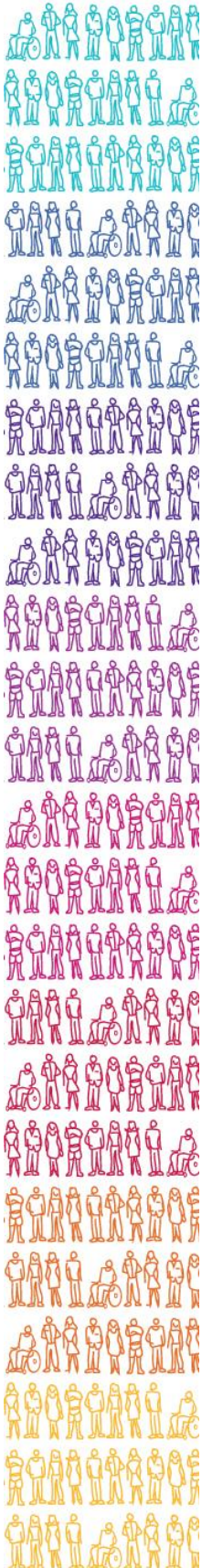
- Educated to at least A-Level standard

### Your essential skills, knowledge and experience

- Strong media relations experience with proven ability to manage press engagement and reputational considerations.
- Skilled in creating engaging digital content, including video production, photography, and editing using relevant software.
- Experienced in social media communications, developing content and managing associated reputational risks.
- Proven track record in delivering successful communications campaigns and plans, with high-quality copywriting for web, newsletters, and press releases.
- Excellent communication, organisational and time-management skills, with strong proficiency in Microsoft Office applications.

### If you have the following experience or qualifications – it's a bonus

- Degree, diploma or other professional qualification in PR or similar field
- Project management skills or experience
- Local government experience



## Your style and behaviours

- Creative
- Customer focused
- Reliable and hardworking
- Professional
- Enthusiastic and committed to continuous improvement
- Sound judgement

## Work related requirements:

This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	No
Politically sensitive post	No
DBS check required	No
Full driving licence and use of a car for work	No
This role requires you to drive a company vehicle for work	No

## About us

### Our Vision

We are customer focused and approachable. We are honest and open and are committed to providing high quality cost-effective public services.

### Our Values



#### Working Together

We are a committed professional team, who embrace change and help one another improve



#### People and Planet

We care about each other and the environment we share



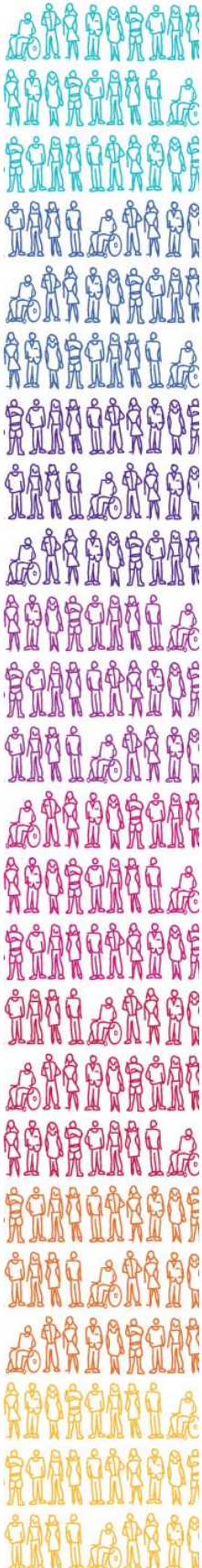
#### Respect

We act with integrity, and champion diversity and inclusivity



#### Accountability

We take ownership, do what we say, strive for clarity and welcome feedback



## Approachability

We are open, honest and accessible

Our vision and values are important to the councils, and we expect you to support them and embed them in the way we work.

### The benefits we offer

- A basic 26 days **annual leave** per annum, rising to 30 days after five years. You also have all the bank holidays to look forward to and time off between Christmas and New Year.
- **Flexible working and annualised hours** – a flexible approach to work that our employees love!
- **Salary pay awards** – most jobs give scope for a pay increase after six months or the following April (depending on your start date) and we also review salaries each April.
- A generous career average **pension** scheme which includes life insurance of three times your salary
- The opportunity to **purchase a bike** through Cyclescheme (cheaper than directly through a store) so that you can cycle to work!
- Various schemes to **keep you healthy** (reduced gym membership, free swims, free eye tests for DSE users and more)
- We give you two days per year to **volunteer** within the local community.
- A range of resources, support, and activities to help you maintain your **wellbeing** including a monthly wellbeing hour in addition to annualised hours (the ability to work flexibly as long as, over the course of the year, you complete your contracted hours) and annual leave.

### How to apply

Having read about our role if you have any questions please email **Manager name** at [xxxxx@southandvale.gov.uk](mailto:xxxxx@southandvale.gov.uk)

If this job excites you please complete our online application at <https://myrecruitment.southandvale.gov.uk/>

We look forward to hearing from you.