



JOB ROLE - COMMUNITY ENGAGEMENT & OPERATIONS OFFICER

Full-Time Mon-Fri (37hrs/week)

Location: Oakgrove, Milton Keynes

Salary: £20K - £22K per annum + benefits

This is a newly created role in a progressive Parish Council. It is calling out for an excellent communicator and organiser, who has the skills and drive to develop and deliver impactful community engagement, promoting all that the Parish of Broughton and Milton Keynes has to offer to its residents and visitors.

This role suits someone who wants to make their mark in taking community engagement to the next level in a growing community, which has within it the original village that Milton Keynes is named after and newly established and expanding communities. At the same time, this suits someone who wants to put the 'local' into what is the first tier of local government and develop their career in this space.

The role has variety written into it. The job holder will be responsible for developing and maximising the potential of social media, our website and our communications. Plus, they'll also be responsible for co-ordinating some of the Parish Council's day-to-day deliverables such as planning and allotment management.

We're looking for someone who wants to make an impact, has good organisational, management and communication skills and is able to work efficiently and effectively on their own initiative. This is a hands-on role - we need thinkers and doers in equal measure. This role makes up 50% of the permanent Parish Council team, working with up to 12 parish councillors (all volunteers) and contractors.

Experience and knowledge in social media is essential. Experience in community or customer engagement an advantage, as too any experience in local government. However, the right drive and attributes matter most, so if you believe you have those, please apply.

The role is based in our office in Oakgrove. There will be an element of evening work, which includes attending Parish Council meetings. (Ordinary meetings are held on the first Monday of the month; attendance at additional meetings may also be required).

If you would like to find out a bit more about the role before applying, please don't hesitate to contact Vicky Mote (Parish Clerk), details are posted on our website.

Broughton and Milton Keynes Parish Council serves a community of around 5,500 households and 17,000 people, growing to approx. 19,300 people by 2026. It includes Atterbury, Broughton Village, Broughton Gate, Brooklands, Milton Keynes Village and Oakgrove.

Benefits

- 23 day's annual leave, plus bank holidays (if currently in public sector, continuation of service applies).
- Local Government Pension Scheme, with employer contribution.
- Committed to learning and development.
- We are an equal opportunities employer.
- The salary is in accordance with the National Joint Council for Local Government Services Scale Spinal Column Point SCP 10-13 (£10.76-£11.41 per hour) dependent on experience.

Go to our website for a copy of the full Job Description and Application Form.

www.broughtonandmkv-pc.gov.uk

Closing date for applications: Friday 10 May 2019.