



AYLSHAM TOWN COUNCIL

Council Office, Town Hall, Market Place, Aylsham, Norwich, Norfolk NR11 6EL.
Tel.. – 01263 733354 (09:30 to 3:30)
email – townclerk@aylsham-tc.gov.uk
Website – www.aylsham-tc.gov.uk

PERSON SPECIFICATION – **Communications Officer (part time 10 hours per week)**

Essential

- have excellent communication, marketing and interpersonal skills.
- have excellent IT skills, including experience of working with a wide range of social media and marketing tools.
- be able to work collaboratively and individually on their own initiative

Desirable

- Ideally have knowledge of, or a background in, local government and/or event management
- be able to demonstrate a proven track record in marketing and/or events management.
- Knowledge of updating websites