



# AYLSHAM TOWN COUNCIL

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

## JOB DESCRIPTION – Communications Officer (part time 10 per week)

**Main purpose of job:** A pro-active, marketing professional to play a key role in sharing information with residents, businesses, visitors and the media, aiming to raise the profile of Aylsham Town Council's work, services, projects and to market the facilities of the Town Council and its community partners.

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### MAIN DUTIES

1. Develop proactive marketing communication plans through the use of digital and social media platforms as well as the local Press/Radio/TV.
2. Promote and market the facilities for hire by the Town Council.
3. Promote and market additional events.
4. Promote community events (excluding large events)
5. To liaise with the Events Officer on large Town events
6. To manage and update the Visit Aylsham website
7. To publicise actions that effect the town e.g. road closures, weather warnings
8. To undertake other reasonable duties as requested by the Town Clerk
9. Any other appropriate duties to help the council meet its objectives.