



Want to work for a progressive town council?

Peacehaven Town Council is looking for a Marketing & Events Officer

Peacehaven Town Council provides a range of local services and community facilities. The current population is approximately 23,000 residents living to the East, West and North of a central point, which is the Meridian Centre . Our mission is to ensure Peacehaven remains a thriving COMMUNITY and a healthy, sustainable, attractive, resilient place to work, live and visit. To listen to our COMMUNITY and encourage residents to engage, educate and evaluate us.

We're looking for a super organized and proactive person with excellent communication, marketing & website management skills who will play a key role in our small, dynamic and friendly Marketing & Civic team. Reporting to the Head of Engagement & Civic, the ideal candidate will assist in implementing a coherent and concise marketing communications strategy and assist in managing the town and civic events, including the Summer & Christmas Fair.

Salary: SCP9 £23,194 (pro-rata)

Location: Community House, Peacehaven

Hours: 30 hours per week, with possibility of increasing hours. We will consider agreeing hours for the right candidate

The Role:

The role will form part of the Marketing & Civic team, providing marketing support and assistance to all members of the Council, working on various projects and events, maintaining the website and Social Media platforms. The role will include the production of the monthly E-Newsletter, regular and creative marketing materials, liaison with other local & district councils plus overseeing all advertising opportunities and commitments.

We are looking for someone who:

- Will deliver new and fresh approach into the marketing strategy
- Will grow our social channels, understand and adapt content dependant on brand and marketplace
- Will communicate with target audiences and build customer relations
- Will work closely with the Head of Engagement & Civic to develop and execute plans which enable the council to deliver exceptional marketing & events
- Will research and analyse market trends and work alongside external agencies to maximise impact
- Has a proven track record, is passionate about providing a service to our residents, with a can-do attitude
- Someone who can manage the design and production of promotional materials, such as websites and brochures
- Someone who thinks long term and focuses on the big wins by maximising coverage

Experience:

- Digital / Social Media marketing
- Event management
- Marketing & Communications
- Proficient in Adobe Design / Illustrator
- Proficient in Web Design including Wordpress / Magento / Magento2, Survey Monkey, Email campaigns

What do we offer:

- Company pension
- Wellness programme
- Occasional work from home (1 day a week)
- 23 days holiday(pro-rata)
- Flexible hours

How to Apply:

Email townclerk@peacehaventowncouncil.gov.uk for more information, an application form, or to request an informal chat about the role.