**Hosting Proforma**

Ards and North Down Borough Council

**Name of Host**

**Organisation**

**1. Interchange Manager’s details**

Louise Murray - Human Resources Manager

**Name**

**Organisation/**

Ards and North Down Borough Council

**Department**

Ards and North Down Borough Council

Town Hall, The Castle,

Bangor, BT20 4BT

**Address**

0300 0133333

**Telephone Fax number**

**Number**

[Louise.murray@ardsandnorthdown.gov.uk](mailto:Louise.murray@ardsandnorthdown.gov.uk)

**E-mail**

**Type of Opportunity**

18 months secondment with potential for extension

**2. Details of hosting opportunity**

**Description of opportunity**

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| **Corporate Communications Assistant**  **Working as part of the Corporate Communications Team, the Corporate Communications Assistant will assist in the delivery of innovative and effective external/internal marketing and communications activity that supports the Council’s vision, values and strategic direction.**  **Job description is attached – Appendix A** |

**Main objectives of the opportunity**

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| * **To help manage a range of communication and engagement channels (including digital platforms) that will position the Council, its services and facilities positively.** * **To contribute to the effective positioning of the Council through the delivery of a timely, effective and proactive media relations service.** * **To prepare and edit promotional and information-based publications (on and off-line) and to liaise with designers and printers on their production.** * **To deliver internal communications processes and initiatives that will secure greater staff satisfaction and engagement. This will include managing the intranet site; writing and editing copy for newsletters/team meetings; organising corporate roadshows/conferences/meetings; and developing an appropriate award/recognition scheme for staff.** * **To support service units and project teams to champion internal communication and improve awareness amongst all staff of Council objectives, plans and performance.** |

**3. Skills requirements**

**What qualities, skills and experience is required from the individual**

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| **Qualifications:**   * **Third level qualification in a relevant subject area**   **Experience**   * **At least 2 years relevant experience in a marketing/communications role to include:** * **Developing copy for both print and digital channels** * **Media relations** * **Delivering communications in a large and complex organisations**   **Skills**   * **Excellent communication skills of all types and at all levels** * **Networking and influencing skills** * **Ability to use own initiative as well as working as part of a team** * **Enthusiastic and flexible** |

**4. Personnel: Please state below**

**Who will the individual report to?**

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| **Sheelagh Walton, Corporate Communications Officer with the Corporate Communications Service, Chief Executive’s Office.** |

**Who will be the individual’s line manager and/or reporting officer?**

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| **Sheelagh Walton, Corporate Communications Officer** |

**5. Transfer of learning**

**Please give details of how the Opportunity will benefit your organisation, the**

**individual and their organisation.**

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| **This is an excellent opportunity for the appropriate candidate to gain new skills and experience working as part of a busy communications teams on a wide range of projects including capital investment schemes, major events including international sports fixture and high-profile musical events, wellbeing initiatives and sustainability campaigns.**  **A key focus is to support better internal communication so the candidate will have the opportunity to work across all Council services, providing a superb insight into all aspects of local government work.** |

**6. Logistics**

**Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.**

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| **Start Date:** As soon as a suitable candidate has been identified and a release date has been agreed.  **Duration:** 18 months with the potential for extension  36 hours per week ( Mon – Fri)  **Location:** Town Hall, The Castle, Bangor – currently working from home and hybrid working is an option moving forward.  **Resources:** Equipment provided including laptop and mobile phone  **Funding: .** Ards and North Down BC will meet salary and associated costs. The salary scale 6 (SCP 19 – 22) is £25,481 - £27,041  **Further information:** Please contact Sheelagh Walton by email at**:** [sheelagh.walton@ardsandnorthdown.gov.uk](mailto:sheelagh.walton@ardsandnorthdown.gov.uk)  **Closing Date: Applications must be submitted by 4.00pm on Monday 6 December 2021 to:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| **LOUISE MURRAY** |

**Signed:**

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| **19 NOVEMBER 2021** |

**Date:**

**APPENDIX A**

**JOB DESCRIPTION**

**Job Title: Corporate Communications Assistant**

**Directorate: Chief Executive’s Office**

**Department: Chief Executive’s Office**

**Location: Town Hall, The Castle, Bangor**

**Reports to: Corporate Communications Officer**

**Salary Scale: Scale 6 SCP 19 – 22**

**Car User Status: Casual**

**PURPOSE AND FUNCTION OF THE POST**

**Working as part of the Corporate Communications Team, the Corporate Communications Assistant will assist in the delivery of innovative and effective external/internal marketing and communications activity that supports the Council’s vision, values and strategic direction.**

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. **To assist the Corporate Communications Officer with the day-to-day delivery of the Council’s corporate communications function.**
2. **To help manage a range of communication and engagement channels (including digital platforms) that will position the Council, its services and facilities positively.**
3. **To contribute to the effective positioning of the Council through the delivery of a timely, effective and proactive media relations service.**
4. **To prepare and edit promotional and information based publications (on and off-line) and to liaise with designers and printers on their production.**
5. **To deliver internal communications processes and initiatives that will secure greater staff satisfaction and engagement under the direction of the Corporate Communications Officer. This will include managing the intranet site; writing and editing copy for newsletters/team meetings; organising corporate roadshows/conferences/meetings; and developing an appropriate award/recognition scheme for staff.**
6. **To support service units and project teams to champion internal communication and improve awareness amongst all staff of Council objectives, plans and performance.**
7. **To undertake general administrative duties and related office duties on a daily basis as required by the Corporate Communications Officer.**
8. **To comply with and promote equality, health and safety in accordance with Council policies and legal requirements.**
9. **To undertake any other appropriate duties as may be allocated from time to time in accordance with the general nature of the post.**

**EMPLOYEE SPECIFICATION**

**The person specification provides information on the qualifications, experience, knowledge and skills required to carry out the duties of the post.**

**The essential criteria will be used for shortlisting and as part of the selection process.**

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| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | **Third level qualification in a relevant subject area**  **And**  **2 years relevant experience in a marketing/communications role** | * **Additional relevant professional qualifications** |
| **EXPERIENCE** | **At least two year’s experience in a communications/marketing role.**  **Demonstrated experience in:**   * **Developing copy for both print and digital channels** * **Media relations** * **Delivering communications in a large and complex organisations** | * **Event management** * **Internal communications** |
| **KEY SKILLS & ABILITIES** | * **Excellent communication skills of all types and at all levels** * **Networking and influencing skills** * **Ability to use own initiative as well** * **as working as part of a team** * **Enthusiastic and flexible** |  |
| **OTHER REQUIREMENTS** | **Be prepared to work outside normal office hours as required to fulfil the duties of the post** |  |

***The selection panel reserves the right to enhance the shortlisting criteria to facilitate the process when necessary.***