

**HADDENHAM PARISH COUNCIL  
COMMITTEE AND COMMUNICATIONS OFFICER  
JOB DESCRIPTION AND PERSON SPECIFICATION**

**Based:** Parish Office, Haddenham Village Hall with some flexibility to work from home

**Hours:** 20-30 hours per week negotiable

**Days & Times:** negotiable with some evening work required to serve meetings held every third Monday evening

**Grade:** SCP18-23 dependant on experience and qualifications

**Salary:** £16.35 - £17.85 per hour

**Pension:** The People's Partnership

**Holiday:** 23 days rising to 26 days after 5 years' service + 2 statutory + bank holidays

Reporting to the Deputy Clerk

The Committee and Communications Officer will be responsible for providing administrative support to ensure the business of the Parish Council is effectively managed through meeting coordination, recording of the minutes and effective governance. To be the main point of contact for Councillors, stakeholders and the community through implementation the Council's communications strategy.

### **Responsibilities**

#### **Meetings**

- To work with the Clerk and the Councillors to ensure all Council business progresses.
- Prepare a schedule of meetings for the Council year and ensure agendas are circulated in advance of each meeting along with all supporting documentation.
- To attend Council meetings and record accurate minutes for approval. To maintain a log of actions arising from meetings.
- Organise the Annual Parish Meeting.

#### **Supporting Councillors**

- Ensure all members and staff have a dedicated email address they can access for council business.
- Circulate calendar entries for meetings.
- Assist members with communication with residents.
- Share information on training opportunities and book training courses.
- Provide new Councillors with information required to ensure they are aware of their duties and responsibilities.

#### **Planning**

- To be the main point of contact with Buckinghamshire Council for planning related business.

- To maintain a log of planning applications within the parish, the Council's response and the Local Planning Authority decisions.
- To prepare a report for the Planning Committee for each new planning application that can be used as a basis for a response, including the history of the site and material considerations.
- Following the meeting to finalise the response for submission to Buckinghamshire Council.
- To remain up to date with progress on the Local Plan for Buckinghamshire and draft responses to consultations for consideration by the Council.
- To deal with all planning related enquiries from residents.
- To report suspected breaches of planning to the enforcement officers.
- To arrange and attend Bucks Council Parish Planning Surgeries as required.

#### **Communications**

- Effectively use both traditional publications and digital media to promote the business of the Parish Council through the publication of a monthly electronic newsletter, social media and website posts, designing publications, posters and drafting press releases. To update the village guide as required.
- Maintain and update the website with the latest Parish Council news, agendas, minutes, policies and procedures, project updates and financial information. To ensure that all information published on the website is compliant with legal requirements and accessibility standards.
- Deal with incoming correspondence and agree with the Clerk an appropriate response.
- Provide a face to face customer service during the Parish Office public opening hours.

#### **Community Engagement**

- Encourage community participation in Council initiatives, attendance and participation in meetings.
- Build relationships with local organisations to encourage collaboration.
- Organisation of public consultations, surveys and engagement events to gather residents' views on local issues

### **Person Specification**

This role requires strong interpersonal skills, knowledge of local government processes, and a proactive approach to community engagement. While the list of qualifications and skills below is indicative, we are primarily focused on finding the right person who brings the right attitude, passion, and potential for growth. If you believe you can make a positive impact, we encourage you to apply.

### **Qualifications**

- Educated to A level standard or equivalent
- Relevant administrative qualifications or training in local council administration

### **Experience**

- Experience in an administrative or governance role, preferably within local government or the public sector.
- Proven experience of minute-taking, agenda preparation, and meeting coordination.
- Experience in handling public communications, including social media management and website updates.
- Experience of working with councillors, committees, community groups, or stakeholders in a professional capacity.

### **Knowledge & Skills**

- Strong understanding of local government procedures, legislation, and governance requirements.
- Excellent written and verbal communication skills, with attention to detail and accuracy.
- Ability to manage multiple tasks, work under pressure, and meet deadlines.
- Strong IT skills, including proficiency in Microsoft Office, website content management, and social media platforms.
- Knowledge of GDPR and data protection regulations.

### **Personal Attributes**

- Professional, diplomatic, and able to handle confidential information with discretion.
- Strong interpersonal skills, with the ability to build relationships and engage with councillors, colleagues, and the public.
- Proactive, self-motivated, and able to work independently as well as part of a team.
- A commitment to community engagement and improving local services.

### **Other Requirements**

- Willingness to work occasional evenings for council meetings and events.
- Access to transport to attend meetings across the parish/town