



Community Engagement Officer Job Description

Responsible to Clerk & RFO

Location Based at the Parish Centre, Adastra Park, Hassocks BN6 8QH

Hours 37 hours per week (flexible working, evenings and weekends as required)

Salary £31,537 on NALC/SLCC scale SCP 18-24 (£31,537 - £35,412)

Key responsibilities

The Community Engagement Officer will lead on communications with residents, voluntary sector, businesses and other local stakeholders to publicise and develop Council initiatives.

The role includes producing content for digital and print media, public consultations, community projects, event management, local networking, partnership development and support for Council working groups. It aims to ensure residents are informed, involved and represented in local decision-making.

Communications & Public Engagement

- Lead the council's day-to-day communications, ensuring clear, timely and accessible information for residents.
- Manage communication and media channels, including digital and social media platforms, print publications, corporate branding and public noticeboards.
- Work with the Administration Assistant to update and maintain the Parish Council's website
- Review, monitor and update the Council's Communications and Social Media policy documents.
- Support the planning and delivery of the Annual Parish Meeting.
- Organise Remembrance Sunday and other civic or community events.
- Coordinate and deliver public consultations as necessary.
- Produce newsletters, press releases and public information materials.

Committee & Working Group Support

- Act as Clerk to the Flood Working Group, Transport & Highways Working Group and the Community Engagement Working Group, including:
 - Providing administrative and organisational support.
 - Preparing agendas, notes/minutes, Terms of Reference
 - Follow-up actions and delivery of local projects i.e. setting up and managing volunteer groups, traffic calming schemes

Partnerships & Stakeholder Engagement

- Build and maintain strong relationships with local organisations, community groups, statutory partners, and residents.
- Represent the council at forums, networks and partnership meetings.
- Promote and administer the Community Grants Scheme.

Fundraising, Research & Councillor Support

- Undertake research including demographic analysis, community needs and project scoping.
- Provide briefings, reports, and practical support to Councillors to inform decision-making.
- Identify and pursue funding opportunities, grants, and sponsorship to support community projects and Parish Council activities.
- Prepare supporting documentation, applications and monitoring reports.
- Monitor and evaluate engagement activities and community projects to ensure continuous improvement.

General

- To carry out any other duties that may be allocated from time to time which fall reasonably within the scope and grade of the post.
- To undertake any training and development to meet the needs of the organisation.

Community Engagement Officer Person Specification

Qualifications

Minimum of 5 GCSE's Grades A-C (or equivalent) including English Level 3 or equivalent

Skills & Experience

- Proven experience in community engagement, outreach, or partnership working.
- Strong communication skills, both written and verbal, with the ability to engage diverse audiences.
- Experience producing digital and print communications, including social media, newsletters, and website content.
- Experience supporting meetings or committees, including minute-taking and agenda preparation.
- Experience organising events, consultations, or community activities.
- Understanding of local government, community development, or the voluntary/community sector.
- Strong IT skills, including Microsoft Office and digital communication tools.
- Experience in fundraising, grant applications and project budgeting.

Personal Attributes

- Confident, professional and community-focused
- Reliable, well organised and efficient.
- Self-motivated, positive and proactive
- Committed to equality, diversity and inclusion.
- Flexible, with willingness to work evenings/weekends for community events if necessary.