



Stowmarket Town Council

Role: Community Engagement & Events Officer

Location: Milton House

Salary: £27,694 per annum pro rata

Hours: 18.5hpw, preferably working Mondays, Wednesdays, and Fridays

Job Purpose

To play an active role in the success of Stowmarket Town Council's Communities Team by delivering high-quality PR and marketing, vibrant community events, the historic twice-weekly market, and other key initiatives. Responsibilities are shared across the team, with opportunities to lead, support, or assist in different areas depending on workload allocation.

Areas of Accountability

1. Undertake PR, communications, and marketing across the organisation, producing engaging content for the website, social media, newsletters, magazines, and other publications, and prepare reports and presentations to support the team's work and communicate achievements to Councillors and stakeholders.
2. Deliver marketing and communications for The Regal and Community Centre, promoting venues, services, and events to raise awareness, engagement, and business growth, and provide operational support as required.
3. Lead, support, or assist with planning and delivering community and civic events, ensuring they run smoothly, engage the community, and enhance the Council's profile.
4. Lead, support, or assist with the twice-weekly market, including trader liaison, recruitment, themed events, and collaborating with the Operations Team, while helping to grow the market and attract new traders.
5. Lead, support, or assist with coordinating StowFund, the Environment Fund, and any other grant schemes year-round, including the Annual Grants Scheme in autumn.
6. Coordinate and/or support the Stowmarket Environment Forum, bringing together councillors, residents, and community groups to drive local environmental initiatives.
7. Lead, support, or assist with community-focused projects and initiatives in areas such as sports, health, well-being, crime & disorder, and accessibility.

8. Build and maintain strong relationships with community groups, businesses, residents, elected members, and other stakeholders, collaborating with colleagues to achieve shared outcomes.
9. Represent Stowmarket Town Council at conferences, forums, meetings, and networking events.
10. Undertake any other duties consistent with the level and scope of the post, flexibly sharing responsibilities with the team.

Person Specification

Dimension	Essential	Desirable
Qualifications	Evidence of a good standard of education particularly in respect of literacy and numeracy.	Qualification in Public Relations, Marketing, or Event Management.
Knowledge & Experience	Experience in PR, communications, and marketing, including social media and digital content creation. Experience in planning, coordinating, and delivering community or civic events. Experience in coordinating regular markets or similar events. Experience in preparing reports and presentations for stakeholders. Experience working with community groups, businesses, and public sector stakeholders.	Experience in grant administration or coordinating funding schemes Experience facilitating environmental initiatives or forums
Relevant Skills and Abilities	Excellent written and verbal communication skills. Strong organisational and planning skills, with the ability to manage multiple projects. Ability to work collaboratively in a team and independently when required. Strong interpersonal skills and ability to build positive relationships with a wide range of stakeholders. Proficiency in digital communications tools, including website management and social media platforms	Event marketing and promotional skills Experience with newsletter production or magazine/publication editing Basic graphic design skills (e.g., Canva)
Other Factors	A flexible approach to working weekends and evenings to coincide with events, markets or meetings. Motivated and flexible approach to work Strong desire to make a positive difference to the town	