



**Thame Town Council**  
**Communications and Events Officer**  
**Full Time (37 hours)**  
**Full Time Salary £29,572-£31,067 (Grade SCP 16-19)**  
**Plus Local Government Pension Scheme**

A fantastic opportunity to work in the heart of the community. Thame Town Council is seeking an enthusiastic and proactive individual to play a critical role in managing the Town Council's communications. To include internal and external communications and the maintenance of our website, social media, press releases and key community events.

In addition to supporting the Community Services Manager in the planning and delivery of town events, the post holder will play a supporting role working with a dedicated small administrative team.

This is an exciting community engagement role that requires excellent communication, creative and analytical skills, a flexible and holistic approach to work with the ability to attend evening meetings and events outside of the normal working day / week. It would particularly suit a community minded individual with varied digital skills.

In return we can offer a competitive salary, access to an excellent Local Government Pension Scheme, opportunities for flexible working as well as 25 days annual leave (in addition to public holidays).

An application pack can be obtained from the Council's website: [www.thametowncouncil.gov.uk](http://www.thametowncouncil.gov.uk) or by email [recruitment@thametowncouncil.gov.uk](mailto:recruitment@thametowncouncil.gov.uk)

Applications must be returned by **10am on Friday 11 April 2025**

Short listed candidates will be invited to attend an interview between 14 – 16 April 2025

Join us and help to make a positive difference to our community.

**If you have any questions, please contact Jane Webster, on 01844 212833.**