



# Dorchester Town Council

Council Offices, 19 North Square, Dorchester, Dorset. DT1 1JF

Telephone: (01305) 266861

[www.dorchester-tc.gov.uk](http://www.dorchester-tc.gov.uk)

## **DEVELOPMENT ASSISTANT – SOCIAL MEDIA**

**Salary: £11.98 per hour**

### **Job Description & Person Specification**

Dorchester Town Council is offering a temporary position of part-time **Development Assistant – Social Media** for a 3-month period from beginning of April until the end of June 2024 (with the potential for additional hours in July) on the basis of 7 ½ hours per week which can be worked flexibly over the course of each week with the agreement of the supervisor.

**Job Description:** The post-holder will primarily undertake the following:

1. Update the council's social media accounts using material provided by colleagues.
2. Proposing new content for the council's social media accounts.
3. Attending some council events/meetings in order to take photographs/videos for social media content and other administrative duties.
4. Attend a brief fortnightly meeting with colleagues to plan social media posts.
5. You will need to comply with all council policies with regard to the use of social media and the council's IT system.

**Personal requirements:** The successful candidate will need to meet the following requirements:

- a) Have demonstrable expertise and creative ability with regard to range of social media (including Facebook, Instagram, LinkedIn and Tiktok).
- b) Experience of generating interesting and exciting content for social media (including videos).
- c) Competent in a range of IT programmes (primarily Microsoft Office)
- d) Excellent interpersonal skills.
- e) Experience of marketing and promotional activities.
- f) Ability to understand and comply with the council's policies on social media.
- g) Flexible approach to work with the ability to create content and/or attend events at weekends and evenings.
- h) Ability to learn about the role of the town council.

Please apply by **midday on 19<sup>th</sup> February 2024** by submitting a letter and accompanying CV to [admin@dorchester-tc.gov.uk](mailto:admin@dorchester-tc.gov.uk)

For an informal discussion about the role please contact: Emma Scott [e.scott@dorchester-tc.gov.uk](mailto:e.scott@dorchester-tc.gov.uk) or Matilda Manley [m.manley@dorchester-tc.gov.uk](mailto:m.manley@dorchester-tc.gov.uk)