



Rushcliffe
Borough Council

Finance and Corporate Services

Job Description

Temporary Communications Officer

Grade LS 14	Post Number: TBC
Responsible to:	Communications and Customer Services Manager
Job Objective:	Assist with the delivery of effective and targeted communications, marketing and reputation building activities in line with agreed Communications and Engagement Strategy to support delivery of the Council's key priorities, branding and services leading to behavioural change and greater resident engagement
Main duties and responsibilities:	Develop, implement and evaluate integrated communications, marketing and campaigns with consistent and innovative branding. Inform residents about the work of the Council and engage them in local democracy and educate internal stakeholders' wider understanding of services and campaigns
	Assist with general external communications and events promotion including designing and delivering promotional campaigns and to enhance the Council's reputation
	Answer media enquiries, writing and editing press releases, preparing articles for the residents' newsletter and other publications, proofreading and editing publications
	Contribute towards the production and distribution of all external and internal Council publications, online or in traditional formats, and promotional materials, from concept stages, through writing to design and print
	Assist with the creation of quality engaging content use across traditional and digital channels – including copy, video, images, photos and graphics
	Along with colleagues, build positive relationships with the media to assist in the identification of opportunities to promote the Council in local, national and specialist media; provide advice to officers and councillors on public relations issues and strategies
	Assist with updating the Council's website and intranet as required with news stories, content updates and promotional materials; approve content created by other members of staff and work with our external web development team to further develop the sites
	Contribute to relevant communications related Local Government Reorganisation(LGR) projects and tasks
	Undertake related activities at the instruction of the Communications and Customer Services Manager to develop skills and increase capacity where required across all communications and marketing channels



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Approved by: Ed Palmer

Date: 22/07/26