



BLYTH TOWN COUNCIL

Community Engagement Assistant

Candidate Information Pack



Blyth Town Council is seeking an enthusiastic, organised, and proactive individual to join the team as a Community Engagement Assistant, who can quickly become an effective part of a busy and evolving council.

The town of Blyth is situated in the southeast of the scenic County of Northumberland and is its largest town with a population of 40,000. The Town Council was established following the Local Government Review which provided for a single unitary authority in Northumberland. The Town Council is one of the largest top sixty community councils in the UK and has a budget of £1.6m.

The Council delivers a wide range of services for residents, including the management of allotments, responsibility for play areas, litter bins and bus shelters, and the delivery of community grant schemes. It also plays a significant role in the promotion and delivery of events and is actively engaged in developing a Neighbourhood Plan.

The Town Centre is currently undergoing improvements and developments, led by the County Council in the Energising Blyth project. Exciting developments includes an Energy Learning Institute on the former Keel Row site.

The Community Engagement Assistant will play a key role in supporting the Council's work with residents, community groups, and partners. The post will help promote Council services and activities, support community events and initiatives, assist with consultations and engagement activity, and contribute to effective communication between the Council and the people of Blyth.

All reasonable assistance will be given to the successful candidate to support career development. This is an excellent opportunity for someone who is enthusiastic about working with communities, supporting local initiatives, and developing a career in local government and community engagement.

KEY DATES

Closing date: Friday 13 February 2026 at 12 noon.

Interviews: Thursday 26 February 2026

If you require any further information or would like to discuss the position, please contact Elaine Brown, Deputy Town Clerk or Julie Summers, Events Co-Ordinator on 01670 361668 or email

communityengagement@blythtowncouncil.gov.uk

Application forms should be returned by email

to: communityengagement@blythtowncouncil.gov.uk or by post to: Blyth Town Council, Arms Everytne House, Quay Road, Blyth NE24 2AS

Main Terms and Conditions of Service

Job Title	Community Engagement Assistant
Employer	Blyth Town Council
Place of Work	Based in Blyth Town Council offices, Arms Everytne House, Quay Road, Blyth, Northumberland, NE24 2AS.
Responsible to	Town Clerk, Events Co-ordinator
Salary	NJC LC2 Scale Points 13-17 Currently £29,064 to £31,022 (Pro rata: £23,565 to £25,153)
Hours of Work	Part time (30 hours per week) Days to be agreed.
Pension	The successful applicant will be eligible to join the Local Government Pension Scheme.
Holidays	26 days per annum (rising to 31 after 5 years) + bank holidays + 2 extra statutory days (pro rata) Leave must be used for the period between Christmas and New Year (when the Council offices will be closed)
Travel & Mobility	The post holder will be expected to be in attendance at events. Some flexibility for home working. Post holder must be able to travel throughout the Town of Blyth outside of standard hours.
Training & Qualifications	The post holder will be expected to hold relevant qualifications (see detailed Job Description).
Probationary Period	6 months from employment start date.
Notice of Termination of Employment	The period of notice of termination by either party is four weeks.

Job Purpose

To administer all aspects of Blyth Town Council's community engagement, public communication, and civic recognition programmes. The postholder will be responsible for administering the Community Grants Scheme, and the Blyth in Bloom competition and awards events. Additionally, they will assist the production of the residents' newsletter, oversee the Council's website and social media channels, and serve as the key liaison for public and media relations. The role requires a proactive, creative, and collaborative approach to engaging residents, promoting civic pride, and ensuring transparent, compliant communication across all platforms. The role will assist the Events Co-ordinator in Event Administration, Supplier and Stakeholder Liaison, On-site Support, Event Marketing and Communications and post event administration. A critical aspect of the role includes ensuring the Council complies fully with Data Protection and GDPR requirements in all community-facing activities and communications.

Specific Duties & Responsibilities

1. Administer the Community Grants Scheme, including promotion, application review, reporting, and liaison with relevant committees.
2. Organise and promote the Blyth in Bloom competition and the awards presentation events, working with schools, local groups, and volunteers.
3. Build strong, inclusive relationships with community groups and individuals to increase awareness and participation in Council initiatives.
4. Assist the Finance & Administrative Officer in the production of the residents' newsletter, managing content creation, design, editing, and distribution across print and digital formats.
5. Assist in media and public relations, including writing press releases, liaising with the PR Consultant, and coordinating responses to media enquiries.
6. Ensure public-facing communications are clear, accurate, and timely, and uphold the Council's values and reputation.
7. Maintain and develop the Council's website, ensuring up-to-date and accessible content.
8. Administer the Council's social media presence, creating engaging posts, responding to queries, and monitoring performance.
9. Ensure all communications comply with accessibility standards and data protection requirements.
10. Conduct research for community and heritage initiatives, such as historical documentation and interactive town maps.
11. Monitor developments in legislation, policy, and best practices relevant to community engagement, events, and public communication.

12. Support the development and evaluation of new community-led projects and cultural programmes.
13. Assist the Events Co-ordinator in the administration and marketing of events, attending as required.
14. Being the liaison for community groups/organisations attending town council events.
15. To act as a representative of the Council as required.
16. To answer telephones and deal with visitors to the Council office when required.
17. Assist in the office where demand/expectations have increased.
18. To undertake such other responsibilities and functions as may be required from time to time by the Council, commensurate with the duties and responsibilities of the post.

Person Specification – Community Engagement Assistant

	Criteria	Method of Assessment
<p>Qualifications and Experience</p>	<p>Experience engaging with community groups and the general public.</p> <p>Experience administering community grant schemes, civic recognition processes, or public award programmes.</p> <p>Experience planning and delivering events, including awards presentations or civic ceremonies.</p> <p>Experience producing public communications, such as newsletters, press releases, and social media content.</p> <p>Proficiency with Microsoft Office and digital platforms including and social media.</p> <p>Knowledge and practical experience of data handling in accordance with Data Protection and GDPR legislation.</p> <p>Experience with design software (e.g. Canva, Adobe) and layout formatting for publications.</p> <p>Previous experience working in or with local government, town or parish councils.</p>	<p>Certificates Application form Pre-employment checks References Interview</p>
<p>Skills/knowledge</p>	<ul style="list-style-type: none"> • Excellent written and verbal communication skills, with the ability to communicate effectively with a wide range of stakeholders. 	<p>Application form Pre-employment checks References Interview Appraisal</p>

	<ul style="list-style-type: none"> • Strong organisational and project management skills with the ability to prioritise tasks and meet deadlines. • Ability to produce clear, engaging content for both digital and print media. • Understanding of the principles of public engagement and inclusive community outreach. • Awareness of public sector protocols, civic procedures, and communications best practices. 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Team-oriented with a collaborative working style. • Self-motivated and able to manage workload independently. • Positive, professional attitude and commitment to delivering high-quality public service. • Demonstrates integrity, openness, and respect for others. • Reliable, adaptable, and responsive to change or unexpected tasks. • Willingness to work flexible hours including evenings and weekends for events and civic duties. • Commitment to always promoting a positive image of Blyth Town Council. 	<p>Application form Selection process Pre-employment checks References Interview Appraisal</p>