



<b>Job Description:</b>	<b>Communications and Events Officer</b>
<b>Job Title:</b>	<b>Communications and Events Officer</b>
<b>Hours</b>	20 hours per week Additional hours worked taken as time of in lieu and overtime (split equally)
<b>Pay Scale:</b>	Based on NJC scale points SPC 13-17
<b>Based at:</b>	Andover Town Council, Office 107, Incuhive Andover, Chantry House, Andover, SP10 1LS
<b>Job Purpose:</b>	To increase and promote the Town Council's public profile, for establishing and maintaining links with the wider community. Administration of Town Council Events. Administration of the Town Councils GDPR responsibilities
<b>Responsible to:</b>	The Town Clerk
<b>Responsible for:</b>	To increase and promote the Town Council's public profile, for establishing and maintaining links with the wider community. Administration of Town Council Events. Administration of the Town Councils GDPR responsibilities
<b>Key Duties</b>	
<b>Events:</b>	<ul style="list-style-type: none"> <li>• Assist the Town Clerk in administering the Town Council's events and undertake promotion of events, to ensure successful, safe and smooth delivery.</li> <li>• To increase public awareness of the Town Council and monitor feedback to report back.</li> <li>• To effectively communicate events and information via all social media</li> </ul>
<b>Grants:</b>	<ul style="list-style-type: none"> <li>• To administer and maintain any small grant applications as per the relevant policy and procedure and to report directly to Full Council for decisions on applications.</li> <li>• To ensure that Andover Town Council's Grant provision is suitably communicated to the public via social media and Andover Town Council's website</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• To assist the Deputy RFO with Andover Town Council's financial administration as necessary.</li> </ul>



**GDPR:**

- Training – ensure Town Council is compliant and up to date with latest GDPR information and work with the Deputy Town Clerk/RFO to train all Members of Staff and Councillors.
- Checking data held on software systems correct and up to date
- Checking data held is lawful
- Work with Deputy Town Clerk to carry out quarterly audits for GDPR & report to P&R Committee
- Be responsible for reporting any data breaches to the Information Commissioners Office (ICO)
- To ensure 'Breach Log' is kept up to date and reported to ICO's Office
- To respond to any enquiries regarding Personal Data held by the Town Council.
- To prepare Privacy Statements and send out the consent forms as required.
- To obtain consent from individuals whose personal data is held for a Legal Basis.
- To ensure all GDPR Policies are current and published on the Town Council's website.

Any other duties which may, from time to time, be considered appropriate.