



Isle of Wight Association of Local Councils

Communication Officer

Job Description

16 Hours per month

To attend all meetings of the IWALC Communication Group and prepare agenda and minutes for the meeting.

Emailing: regular checking of emails is essential and to give a response if needed. All emails should be cc'd to the Chair and County Officer as well as any other members as needed.

Bulletin: to create a regular bulletin using professional software.

Website: To make regular updates with news and information items to keep all councils informed, using Word Press.

Social Media: to update Facebook as our main social media page.

Press Releases: There is an urgent need to improve our profile and to be able to send reports and news to feature on all Isle of Wight press outlets, on a regular basis.

IWC – Cabinet Meetings: to follow process with confirmation of the meetings and to collate any questions that members have sent and to pass on to County Hall, prior to the meeting. To attend and make notes to produce a news item for the Bulletin.

Attend Topic and Information meetings, to make notes for news items for the bulletin.

Attend Executive meetings as part of the team.

Local MP Meetings: Attend meetings with the local MP when possible.

This is a self-employed position with a salary of £12.84. p.h.

Anne Bamford
Chair of IWALC
3rd August 2023