

FAREHAM

BOROUGH COUNCIL

JOB TITLE:	Web and Social Media Officer
SALARY:	£28,142 - £31,537
WORKING PATTERN:	37 hours per week Monday to Friday (flexi time available)
CONTRACT TYPE:	Temporary Maternity Cover (9-12 months)

What is the role?

You'll be part of a team that manages the Council's online presence and digital assets. You'll be responsible for maintaining, designing and producing webpages for the Council's website and intranet, assist with creating online surveys (software training will be provided) and check PDFs provided by other service areas for accessibility before uploading onto our website. You will create content, including taking photos and video, for the Council's social channels and digital screens. You will analyse the performance of our social media and stay up to date with the latest digital trends.

You will also be familiar with Adobe InDesign and Photoshop to edit and resize photos and artwork which is often produced by external graphic design agencies.

You will be required to take part in an office rota to provide cover in the office during working hours.

You will:

- Design and produce accessible web pages
- Check PDFs for accessibility
- Review pages submitted by web page authors
- Identify and update/remove out of date information on the website
- Contribute by developing new ways of using social media to communicate with customers, helping to maintain the Council's reputation
- Act as the first point of contact for advice and guidance for all matters related to the website

Who is the Person?

It's important to us that you have:

- Strong ICT skills including Adobe InDesign and Photoshop
- Experience using social media in a professional manner including X, Twitter, Facebook and YouTube
- Strong communication skills, both oral and written
- Experience in simple web page design and maintenance
- Willingness to learn new skills and develop current skillset
- A flexible and customer orientated approach

Our policy is to make adaptations for those who have substantial and long term disabilities. If you need an adaptation to carry out any of the above please let us know - updated August 2025