



monmouthshire  
sir fynwy

# WE ARE HIRING!



## Work Experience Placement

**Communications and Engagement  
Support Officer**

**LOCATION: County Hall, Usk**

**SALARY: National living wage**

**HOURS: 22.2 hours per week**

**CONTRACT: 6 weeks, commencing  
20<sup>th</sup> July 2026**

**WORK PATTERN: To be decided  
with hiring manager**

**DBS CHECK: Dependent on role**

## Requirements: 18-24 years old, Monmouthshire Resident

To support the Communications and Engagement team in delivering creative and engaging communications that promote the council's services and encourage opportunities.

The role offers hands-on experience across communications and engagement activities, helping build skills and confidence in a supportive team environment.



**WHY SHOULD YOU WORK FOR MONMOUTHSHIRE COUNTY COUNCIL?**  
A MESSAGE FROM OUR CEO

## Who are we?

We inform, engage and connect people with the services, decisions and opportunities that matter to them.

We work across the organisation to make sure our communications are clear, timely and accessible, helping residents, communities and colleagues understand what we do and how they can get involved. Communication is a two-way process, so as well as sharing information, we listen carefully to feedback to help shape services and improve how we work.

## OUR VALUES



**Teamwork**



**Flexibility**



**Openness**



**Fairness**



**Kindness**

## WHAT WE CAN PROVIDE YOU WITH

- A paid 6-week work experience placement
- Workplace skills
- Opportunities for professional development

Submit your application via: [www.monmouthshire.gov.uk](http://www.monmouthshire.gov.uk)

- Assist in the creation of content for social media, websites, including design materials
- Support the drafting communications such as posts, media releases and internal updates
- Help monitor and respond to social media and community feedback
- Assist in organising engagement activities and events
- Support press and media activity by preparing basic materials and gathering information
- Work with colleagues across the council to help promote services and initiatives
- Help review performance (e.g. engagement, reach) and learn how campaigns are evaluated
- Ensure communications follow the council's branding and accessibility standards
- Support the team in testing new ideas and ways to engage audiences

## SAFEGUARDING:

Child and Adult Protection are key priorities for the School and Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. You are responsible for playing your part in the well-being, safety and protection of children and adults at risk. You will have a responsibility to participate in training to the appropriate level of safeguarding and have a duty to fulfil your personal responsibilities for safeguarding.