



Wells City
Council

Wells City Council is delighted to offer the following vacancies to support our provision of services at Wells City Council:

Job Title: Media and Communications Officer

Overview of the role: To develop and deliver effective communications and engagement activities that promote the work of the Council, improve public awareness of council services and initiatives, strengthen community engagement, and enhance the Council's reputation.

The postholder will manage the Council's communications channels, support media relations, create engaging content, marketing campaigns and help ensure that residents, businesses and stakeholders are informed about the Council's work and opportunities to participate in local democracy as well as maximizing the councils offerings across its services and estate.

Hours of Work: 37 hours per week, with some flexible working to cover events.

Salary: SCP 18-23 up to £31,364 (pay award pending)

For job description and application form please visit www.wells.gov.uk

For further information please email or

Haylee Wilkins, Town Clerk, 01749 673091 townclerk@wells.gov.uk

Closing date for applications is Midday 31st July 2026.

Must be available for interview on Wednesday 5th August 2026



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Job Title: Customer Service Advisor

Overview of the role: To be part of the Customer Services Team, delivering services within the Portway Annexe, supporting customers, managing room set up and pack down and ensuring the space continues to offer the highest standards.

Hours of Work: Up to, 8 hours per week to be worked between the hours of 08:45 to 13:00 Saturday with the possible opportunity of overtime to 18:00.

Salary: £14.13 per hour (subject to pending pay award).

For job description and application form please visit www.wells.gov.uk

For further information please email or

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Closing date for applications is 19th June 2026