

COMMUNITY PROJECTS OFFICER TO MILBORNE PORT COUNCIL

JOB DESCRIPTION

Grade: SCP 7 – 12 (£13.26 - £14.36 per hour) **Hours of Work:** 12 hours per week

Responsible to: The Parish Clerk

Place of Work: The Town Hall (with some home working)

This is initially a 12 month temporary post.

Overall Responsibilities

The Community Projects Officer will be a key part of the small, Parish Council officer team working together with Councillors, the community and partners, and with specific responsibilities for communications, coordination of volunteering, granting funding and projects, including the climate and ecological emergency.

The Community Projects Officer will have direct responsibility for working with Officer & Councillors, leading actions to secure improved resilience and self-reliance by delivering the councils projects and working with the community and community groups. Success will be measured by the extent to which the job has enabled the Council to achieve its objectives in these areas.

Whilst the role is within the Parish Council, it has an external focus and the officer will be required to engage and work together with local businesses, the community, health services, other local authorities and volunteers.

Responsibilities as Community Projects Officer

- Working with Councillors and the local community, to develop and lead and implement projects.
- To enable the Parish Council to coordinate and otherwise support the contribution from volunteers.
- To be an Officer at the centre of working with external agencies including the business community, health providers, other local councils and authorities.
- To assist in the Parish Council to market itself and communicate including verbally, in writing, via the website and social media, leading on developing and adhering to the Council's Communications Policy.
- To maximise opportunities for the Parish Council to secure external funding including grant funding and working with the community and business community to maximise income to Milborne Port.

General

- To ensure that statutory and other provisions governing or affecting the running of the Council are observed. To keep up to date with changes to legislation and sector best practice. To be mindful that the Council must be compliant with its Financial Regulations and Standing Orders and strive to deliver value for money.
- To ensure that the Council's obligations for project risks are properly met and appropriately recorded.
- To contribute, in consultation with appropriate members and Parish Clerk, to agendas for meetings of the Council, committees, Working Groups and with external organisations. To organize, attend and minute such meetings as required, which may be evenings.
- To receive and issue relevant correspondence and documents, bringing such items to the attention of the Council or relevant members, as required.
- To deal with relevant enquiries and comments from the public and from other agencies on behalf of the Parish Council, answering simple informational queries directly and ensuring that more complex enquiries and comments receive a timely and appropriate response.
- To draw up both on their own initiative and as a result of suggestions by Officers & Councillors proposals for consideration by the Council and to advise on the practicability and likely effects of specific courses of action.
- To monitor the implemented relevant policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- To act as the representative of the Council as required.
- To prepare, in consultation with the Parish Clerk, press releases about the activities of, or decisions of, the Council and your activities as Community Projects Officer.
- To attend training courses or seminars as required by the Council.
- To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the role
- To carry out such other duties as are reasonably required by the Council.

Person specification – Community Projects Officer Qualifications (desirable)

Educated to degree level (ideally in a relevant subject) or equivalent experience.

Knowledge & skills (desirable)

1. Project management skills (organisational, planning, budget and time management) and ability to view projects long term
2. knowledge of relevant legislation and practices relating to community development, communications, projects, volunteering and grant funding.
3. Strong communication and presentation skills with a range of stakeholders.
4. Ability to develop good working relationships and work as a member of a team and to work on own initiative.
5. An ability to manage time and workload effectively
6. A professional and courteous manner
7. A flexible approach to working to coincide with evening events or meetings
8. Ability to use initiative and to be self-motivated
9. Decisive, logical thinking with creative problem-solving ability
10. Hands on and practical approach

Experience (desirable)

1. Experience of working with communities in areas related to community development, communications, projects, volunteering and grant funding.
2. Practicable experience of working with community groups including in a facilitative manner.
3. An understanding of marketing, including use of and practicable development of websites and social