

## Job description

### Community Projects Officer

Salary: SCP 24-32 £22,401 - £29,055 pro rata, maternity cover

Hours of Work: 18.5 hours per week – including some occasional evening and weekend work and work on Bank Holidays

Leave entitlement: 23 days pro rata per annum, plus public holidays

Responsible to: Resilience Manager

This post requires a satisfactory DBS check

### The purpose of the role

Frome Town Council is an ambitious, pro-active Council and works on a wide array of projects. The Community Projects Officer will deliver a range of projects to support all the work programme focusing on environment and wellbeing. The post holder will be expected to work both strategically and operationally. Success will be measured by the extent to which the job has enabled these projects to meet their strategic objectives.

### Main Responsibilities & Key Tasks

The Community Projects Officer will plan, co-ordinate and take a lead in implementing a programme of action that will:

1. Work in partnership with local people, community groups, schools and public agencies to deliver community development projects that will contribute to a more environmentally and socially sustainable community.
2. Use innovative methods and excellent project planning to achieve effective community outcomes.
3. Lead projects and monitor, evaluate and report on their progress
4. Carry out analytical surveys, research and consultations in order to understand local community needs better and to present timely and convincing evidence to other organisations
5. Network with key community organisations so that they are enabled to work together, to ensure their voices are heard and to assist them in fulfilling their core objectives.
6. Support community organisations to secure additional external funding where needed, working in partnership with the Council.
7. Commission expertise where needed, in order to support the above.

## General

The responsibility for the smooth running of the Council is incumbent on all members of staff. At certain times - when colleagues are absent or during periods of seasonal or high workloads, for instance - you will be expected to help with or take on additional duties and responsibilities that are in line with the grade and purpose of this role.

A flexible approach to working evenings and weekends is required, although this will always be with as much notice as possible. Likewise: some Bank Holidays.

The post-holder has personal responsibility for safety in accordance with Health & Safety legislation and Council policies.

The post-holder will be expected to behave in a sustainable and ethical way; and to spend public funds wisely.

You will be expected to liaise and work with all other colleagues - with the emphasis being on teamwork; providing assistance to others in covering holiday periods, sickness and any other contingencies when necessary.

Members of staff are to abide by and promote equalities within the Town Council as outlined in the NJC Pay & Conditions of Service and Council's Constitutional Policies. You should be committed to the Council's Equal Opportunities Policy as described in the staff handbook and to ensure equality of opportunity in service delivery.

This job is reflective of the current position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.

## FROME TOWN COUNCIL

### Person specification

#### Community Projects Officer

#### Qualifications – essential

- Educated to degree level or equivalent experience

#### Knowledge and skills - essential

- Knowledge of voluntary, community, and/or business sectors in the UK
- Knowledge of engagement techniques
- Ability to manage projects from planning through to completion stages
- Good communication skills
- Ability to develop good working relationships
- An ability to manage time and workload in order to be able to deal with tasks swiftly and effectively
- A professional and courteous manner
- A flexible approach to working weekends and evenings to coincide with events or meetings
- Ability to use initiative and to be self-motivated
- Decisive, logical thinking with creative problem-solving ability
- Hands on and practical approach
- Project development experience

#### Experience – essential

- Experience of working as part of a team
- Experience of organising and managing events
- Experience of analysing data and producing clear and precise reports

#### Experience – desirable

- Experience of working in a community led environment
- Experience of working with schools
- Experience of developing consultation plans and managing consultation processes