

Frome Town Council
Job description
Children and Young Peoples Projects Officer

Maternity cover until July 2021

Salary: SCP 15 – 25 £23,541 - £29,577 pro rata

Hours of Work: Part time 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: Community Development Manager

This post requires a satisfactory enhanced 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 Children and Young Peoples Projects Officer will deliver a range of projects to support all the work programme focusing on Children, Young People, Families and Communities. The role would be to foster the power and capacity of local communities in ensuring children, young people and their families receive the right service at the right time; ultimately resulting in families and communities being enabled to help themselves.

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. The ability to use initiative, motivation and determination to make things happen and have enthusiasm for community based support is an important part of this role.

Main Responsibilities & Key Tasks

The Children and Young People's Projects Officer will plan, co-ordinate and take a lead in implementing an innovative 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, resilient community
2. Develop sustainable community support to ensure vulnerable young people are supported
3. Use innovative methods and excellent project planning to achieve effective community outcomes.
4. Enable, and sometimes lead, projects and monitor, evaluate and report on their progress

5. 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
6. Build a level of understanding of what the Mendip area has to offer to enable stronger networking and collaboration opportunities.
7. Network with key community organisations and other partners so that they are enabled to work together, to ensure their voices are heard and to assist them in fulfilling their core objectives.
8. Support community organisations to secure additional external funding where needed, working in partnership with the Council.
9. Commission expertise where needed, in order to support the above.
10. Develop a communications strategy using appropriate social media platforms to promote all of the above.

General

This job description forms part of your contract of employment.

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 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 development

Person specification

Children and Young Peoples Projects Officer (maternity cover)

Qualifications – essential

Educated to degree level or equivalent experience

Knowledge and skills - essential

- Knowledge of voluntary, community, and/or statutory sectors in the UK
- Knowledge of health, social care, housing, advice and community work
- Knowledge of engagement techniques
- Ability to manage projects from planning through to completion stages by use of project management methodology.
- Strong communication and negotiation skills
- Ability to develop good working relationships
- An ability to manage time and prioritise 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 in the provision of advice or information services to the public

Experience – desirable

- Experience of working in children's services
- Experience of working in a community led environment
- Experience of working with schools
- Experience of developing participative consultation plans and managing participative consultation processes
- Experience in establishing and developing innovative programmes or services