

Frome Town Council
Job description
Resilience Officer

Grade: SCP 15-25 (£23,541 – £29,577), permanent contract

Hours of Work: 37 hours per week

Responsible to: Deputy Town Clerk (whilst the Resilience Manager is on sabbatical and then reverting to the Resilience Manager in October 2021)

The purpose of the role

To engage community groups, businesses, individuals, other public agencies and other community partners to help develop and implement an innovative programme of action to secure greater resilience and self-reliance of the Frome's community. The foundation will be the Council's agreed Resilience Work Programme, Climate Emergency Strategy & Action Plan and a series of externally funded partnership projects.

Areas of work will include reducing and recycling waste, improving energy efficiency and addressing energy poverty, renewable energy generation, reducing the need to travel using private cars, and the creation of jobs and training opportunities in these fields. Success will be measured by the extent to which the job has enabled the Council to meet its strategic objectives in these areas.

An early focus will be on:

- Partnership working to deliver a Community Sharing project to encourage sharing of resources and projects that are designed to address fuel poverty and encourage cycling with attendant health and environmental benefits.
- Projects to promote sustainable transport

The postholder will work closely with other Council staff involved with community development, walking and cycling, environmental projects and business support.

Main Responsibilities & Key Tasks

The Resilience Officer will:

1. Working closely with other Council staff and councillors, enable, and lead on the development and delivery of Resilience projects with the following objectives:
 - a. Promoting a better understanding of energy loss and savings, leading to lower energy usage
 - b. Improving the insulation of homes to tackle energy poverty

- c. Promoting the use of green infrastructure and renewable technology to generate energy
 - d. Encouraging the use of low carbon alternatives to the private car
 - e. Reducing waste, through re-using, repairing, recycling and encouraging the sharing of resources
 - f. Promoting and developing training and employment potential in the above areas
2. Using innovative methods, engage community groups, businesses, individuals, public agencies and other community partners in this work
 3. Monitor, evaluate and report on the progress of projects
 4. Commission expertise where needed
 5. Work with the Council's Internal Fundraiser to identify and exploit opportunities for external funding to support our Resilience objectives
 6. Assist in the creation of community led opportunities by supporting access and training for local people working closely with other Council staff

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 Resilience Officer

Qualifications - essential

Educated to degree level or equivalent experience

Knowledge and skills - essential

1. Knowledge of relevant legislation and practices relating to sustainability and resilience e.g. energy efficiency, the reduction and recycling of waste, reducing the need to travel using private cars, renewable energy generation etc.
2. Strong written and verbal communication and negotiation skills
3. Ability to communicate at different levels within the community
4. Knowledge of best practice in engaging communities
5. Ability to manage projects and budgets
6. Ability to develop good working relationships and work as a member of a team
7. Ability to use initiative and to be self-motivated

Knowledge and skills - desirable

- Knowledge of Frome

Experience - essential

- Experience of working with communities in areas related to sustainability and resilience e.g. energy efficiency, the reduction and recycling of waste, reducing the need to travel using private cars, renewable energy generation etc.
- Experience of successful partnership working