

JOB TITLE	COMMUNITY PROJECT AND ENGAGEMENT OFFICER
REPORTS TO	THE TOWN CLERK
SALARY SCALE	SCP 26 on NJC salary scales.
HOURS	37 per week to include evening and weekend. TOIL in place of overtime offered. Hours flexible to accommodate evening and weekend work but to cover core office opening hours (between 9am – 4pm)
PLACE OF WORK	Office and home based working by arrangement.

## SUMMARY

1. To be responsible for all aspects of the conception, implementation, co-ordination and delivery of projects and events on behalf of Wolverton & Greenleys Town Council.
2. Handle media and all forms of communication necessary to inform the public in a professional manner.
3. Identify grant funding sources and lodge applications on behalf of the council to support activities and projects for the benefit of the community.
4. Enhance and develop existing and new forms of community engagement to promote the Town Council and its aspirations.

## KEY DUTIES:

### Projects:

1. To work to develop projects that speak to the needs of the demographics of the parish
2. Identify and embrace opportunities to work with local community groups, statutory bodies and other partners specifically for project service within the community.
3. Apply for grants on behalf of the council to further the above aims.
4. Publicise successful partnership working to encourage new working relationships to be formed between the council and other community groups
5. Use digital platforms for engagement such as Facebook, Twitter, LinkedIn, Pinterest, Survey Monkey etc. to engage with the community to promote and gain feedback on ongoing projects or to determine viability of proposed projects.

### Events

1. Promotion of workshops/sessions/coffee mornings for social digital inclusion, MK Council housing outreach programme, blue light information sessions/workshops, social coffee mornings and community engagement workshops/events.
2. To develop ideas and suggestions for new events that will benefit the local communities for presentation for approval to Full Council.
3. To ensure a fully developed and costed event plan has been drafted and approved for any event both new or existing.
4. To inform the budget setting process each year.
5. To source new funding lines for prospective or existing events planned.
6. To act as a liaison point between the local business community and the Town Council by supporting events and activities that local businesses co-ordinate where appropriate.
7. To work with external organisations, NGO's and other stakeholders to develop advice and guidance services which support local residents, that can be promoted through linking with council run events and activities.
8. To be responsible for organising Road Closures, Parking Bay Suspensions at events, ensuring the correct signage is displayed and both residents and businesses have been informed fully of the event.
9. To co-ordinate community events to ensure that health and safety standards are adhered to at all times.
10. To provide specialist knowledge on how to plan and manage events which involve traffic co-ordination
11. Recruit and train volunteers to assist with events and inform the council on a Volunteer policy.
12. To inform the Council on any changes in law or regulations that affect event planning.
13. To conduct Risk Assessments and Method Statements for community events.
14. Submit event notification forms to Milton Keynes Council and other relevant organisations for approval.

15. Obtaining appropriate music licences
16. Promote community events through social media, newsletter, website and noticeboards, Heritage Open days and any other appropriate means.

#### **Consultation –**

To gain feedback from the community on proposed projects in the form of media information, articles, Vox Pop surveys at scheduled Council events, questionnaires and any statutory requirements during the development of a project as well as at Town Council organised events and activities, in order to ensure that the council deliver the required services.

#### **Community Development –**

1. To work closely with local residents, community based groups and businesses to provide suitable support and assistance to help run events and support with advice and knowledge to enable them to set up their own events.
2. To work closely with local businesses to promote the Town culture and create opportunities.
3. Develop ways in which to improve the Council's communication with the local community through the newsletter and social media.
4. Identify possible projects through a community needs analysis.

#### **Other duties to support the council team**

1. To open incoming post, answer telephone enquiries and deal with as appropriate, signpost callers where necessary to MK Council departments or elsewhere.
2. To scan and file statutory communication from Milton Keynes Council, other government agencies and organisations that WGTC subscribes to.
3. To provide cover for the Council office at key times when the office is open to the public.
4. To identify training needs and undertake agreed training that will be of benefit to the Town Council and enhance personal development.
5. To undertake any other reasonable duties commensurate with the post and grade.
6. Keep up to date with changes in legislation affecting the role, e.g. the Data Protection Act.
7. To support meetings by attending and providing support, writing minutes, drafting reports, addressing action points from the meeting on behalf of the council and submitting comments as relevant bodies where required.
8. To assist with the co-ordination and the production of the Town Council newsletter by writing articles and liaising with local groups to obtain articles.

#### **Qualifications:**

To perform this job successfully the post holder must be flexible with their working hours as most meetings will take place on evenings and weekends.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **Education/Experience:**

##### **Essential**

1. The post holder must be innovative, self-motivated, proactive and driven to deliver the best results for the community.
2. Previous project management and proven events management experience.
3. The ability to work with all sections of the community, stakeholders, residents' groups and local business sector.
4. Previous experience of community project development and delivery.
5. Good IT skills and a working knowledge of technology in general.
6. Experience in handling emails efficiently, use of the Internet to research, Word Processing and spreadsheets to produce reports, process flow charts, budget flow charts and correspondence is essential as is previous experience of working with a Microsoft 365 system.
7. A sound working knowledge of Powerpoint to produce reports and presentations.
8. Post holder must feel confident with budget management and how to design reports for the Town Council
9. Post holder must be an excellent communicator
10. Full clean driving licence and own transport is essential to attend off site meetings.

Desirable

1. Previous experience working with local council authorities.
2. Ability to work with all sections of the community.

**Language ability:**

1. The ability to read, analyse and interpret information from minutes, procedures and statutory regulations.
2. The ability to write correspondence, minutes and meeting notes.

The Council reserves the right to amend Job Descriptions, however this is usually done in consultation with employees.