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| **DEPARTMENT:** | Community and Democratic Services |
| **LOCATION:** | Littlehampton, Manor House |
| **JOB TITLE:** | Community Resources Officer |
| **GRADE:** | Scale 6, Spinal Column Point 18-22 |
| **RESPONSIBLE TO:** | Assistant Town Clerk |

**MAIN PURPOSE OF THE ROLE:**

To co-ordinate, develop and promote community activities, initiatives and services,

fostering good community relations.

To assist with delivering major projects in the community.

To assist in securing contracts for services required by the Town Council and monitoring

the performance and delivery of these contracts.

To assist with the provision of community centres, facilities and resources.

**Key Tasks**

1. To develop and maintain positive relationships with stakeholders, community groups and partners. To attend committee and external meetings relating to community groups, activities and community matters. Provide reasonable support to community initiatives and groups through administrative and professional guidance. Prepare regular reports for senior management, key Members and the Community Resources Committee.
2. To identify and assist in the provision of community centres, facilities and resources, and to liaise with the community to help maximise use, income and impact.
3. To investigate and keep fully informed of funding and other opportunities for greater community development through the development of strategies. Supporting the Council in obtaining funding or sponsorship and delivering the obligations required under that funding.
4. To support the Assistant Town Clerk in exploring, negotiating and securing quotations and contracts of services required by the Town Council and monitoring the performance and delivery of these contracts, including the Town Council’s Youth Service Contract, Christmas Lighting, Parks and Community Assets.
5. To manage the Town Council’s allotments including attending meetings of the Allotments Working Group.
6. To administer the Grants and Service Funding Agreements, including the promotion, collation and presentation of applications as well as ongoing monitoring and reporting.
7. To support the Assistant Town Clerk in the delivery of a range of projects including significant capital initiatives in accordance with the Town Council’s agreed priorities and prepare reports on progress to Council and relevant Committees.
8. To manage the relevant pages on the Town Council website and social media with an efficient schedule for content management.
9. To keep Members aware of new initiatives, trends and opportunities within the portfolio that may be developed for the benefit of the Town.
10. To support Council activities and initiatives that deliver the Town Council’s objectives in respect of Events, the Arts and Sports.
11. To monitor and control income and expenditure within the agreed budgets in a manner approved by the Town Clerk and Deputy Town Clerk & Responsible Financial Officer and with an appropriate audit trail.
12. To comply with the Town Council’s Health & Safety Policy at all times.
13. Apply consistently the principles of Equal Opportunities, as embodied in the Town Council’s policies and practices throughout the duties outlined.
14. To undertake available training opportunities identified through appraisal and supervision and show a commitment to continuous development, to maximise your potential and ensure the efficient and effective delivery of Town Council services.
15. To undertake any other tasks commensurate with the grading of the post, as required by the manager/supervisor or the Town Clerk, ensuring that all duties undertaken are done so in accordance with departmental policies, practices, procedures and standards.

This job description sets out the duties of the post at the time when it was drawn up.  Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed.  Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Post Title: Community Resources Officer

Location: Littlehampton

Grade: NJC Scale 6

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|  | **Essential Criteria** | **Desirable Criteria** | **Method of Assessment/**  **Source of Information** |
| **Key Skills & Abilities** | Proven ability to:   * Effectively organise own workload and meet tight deadlines, managing changing and conflicting demands * Support the delivery of a range of major projects * Undertake a diverse workload * Make decisions that fall within level of responsibility * Use own initiative and work independently * Respond positively and proactively to unexpected problems and situations * Communicate effectively both verbally and in writing to a range of audiences including councillors, voluntary and local community groups, third party contractors and colleagues * Prepare reports and present statistical data * Good presentation * Negotiation * Be able to use Microsoft Office software with confidence * Proficient with the Internet, Email, Social Media and website content management systems * Good standard of numeracy and literacy |  | Application form/Interview/  Reference |
| **Education &**  **Qualifications** | * GCSE Maths and English (Grade 5, previously C and above) or equivalent | * Level 3 qualification or demonstrable experience in Community Engagement * Project Management Qualification | Application form |
| **Knowledge** | * Good understanding of the project management process * Knowledge of the voluntary/charitable sector * Knowledge of grant funding * Awareness of health and safety and risk management and its application * Awareness of equal opportunities, Equality Act 2010 and the protection of children and vulnerable persons | * Knowledge of local authority procurement * Knowledge of the services provided by Littlehampton Town Council * Knowledge of Littlehampton * Budgetary experience * Knowledge of Democratic Services | Application form/Interview |
| **Experience** | * Working in a multidisciplined team to deliver a diverse range of projects * Understanding and experience of working with the community / voluntary sector * Dealing with customers with a wide range of demands * Seeking and securing external funding * Using social media, databases and the Internet * Using office systems and equipment * Working in a busy environment/office | * Experience of successful project management * Working in a political, public sector environment * Managing community centres/facilities * Using databases and software packages (Adobe) | Application form/Interview/  Reference |
| **Personal Attributes** | * A self-starter/ proactive * A positive approach to problem solving * Excellent interpersonal skills * Ability to work in a team * Enthusiasm to take on a wide range of ongoing tasks as required * Customer focused * Flexible and self-motivated approach to work |  | Application form/Interview |
| **Other** | * Ability to work occasional evenings and at weekends * Ability to undertake manual handling tasks as appropriate for the role |  |  |
| **Date (drawn up): 12th February 2020**  **Reference of Officer(s) drawing up Job Description and Person Specifications: PH, LC, JH** | | | |