

# **Vacancy for the position of Community Engagement & Development Officer**

## **Fleetwood Town Council**

**Advert closes:** 28 October 2019.

**Shortlisting takes place:** Week commencing 4 November 2019.

**Interviews:** Week commencing 11 November 2019 (in the evening)

**Hours:** Monday-Thursday 22 hours a week, plus attendance at occasional evening meetings approximately 10 times a year.

**Starting salary:** NJC pay scale 11, £21,166 per annum (pro-rata).

Fleetwood Town Council is looking to recruit a new Community Engagement & Development Officer (CEDO). The new CEDO will be required to work primarily from the council offices at 122 Poulton Rd, Fleetwood and be responsible for managing and delivering various community projects and initiatives in partnership with elected members, residents of the town, and other community groups/stakeholders.

The role is a 12-month fixed-term contract with a view to permanency; the hours are 22 hours a week plus agreed expenses and attracts a salary on NJC pay scales for part-time officers, dependant on existing experience and qualifications, starting at SCP point 11, £21,166 per annum (pro-rata), with annual increments based on satisfactory performance.

The role also attracts membership of an occupational pension scheme through NEST. Annual leave is 21 days (pro-rata) plus bank holidays.

The Council is looking for someone with a high level of communication, negotiation, interpersonal and organisation experience, who can meet the **job description and person specification attached**. The successful candidate will be expected to undertake a Bid Writing workshop, funded by the council, to obtain the necessary knowledge and skills for being able to successfully apply for funding for new Community Development projects going forward.

Please contact the Town Clerk Irene Tonge at [clerk@fleetwoodtowncouncil.org](mailto:clerk@fleetwoodtowncouncil.org) or phone 01253 872444 for more details on the position and/or an informal conversation.

Fleetwood Town Council website: [www.fleetwoodtowncouncil.org](http://www.fleetwoodtowncouncil.org)

**Applications in writing with a CV and supporting cover letter providing evidence to support suitability for the role, should be submitted to:**

Councillor Mary Stirzaker, Chairman to Fleetwood Town Council, 122 Poulton Rd, Fleetwood, Lancashire FY7 7AR

OR by e-mail to : [clerk@fleetwoodtowncouncil.org](mailto:clerk@fleetwoodtowncouncil.org) by the closing date of **28 October 2019**.

## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Profile Title:</b>	<b>Community Engagement &amp; Development Officer (CEDO)</b>
<b>Reports to:</b>	<b>Town Clerk</b>
<b>Purpose of the Post</b>	
<p>To work across Fleetwood Town Council (FTC) wards and lead a programme of social action and engagement linked to the delivery of locally agreed priorities and reflecting the Fleetwood Town mantra '<b>Onward to a Better Future</b>'. Working with our residents and other community groups / stakeholders to forge/build strong communities throughout the town.</p> <p>To inspire, mobilise and empower residents to play an active role in their community, encouraging social action, enterprise and resilience through facilitating the development of future community projects and initiatives.</p>	
<b>Duties and Responsibilities</b>	
<ul style="list-style-type: none"> <li>• To provide support to the Clerk, Chairman and Elected Councillors, as necessary, and to work collaboratively in establishing and facilitating new initiatives / projects.</li> </ul>	
<ul style="list-style-type: none"> <li>• To manage and co-ordinate the continuous development of the Council's existing programme of community events to include Fleetwood in Bloom (FIB); Festive Lights (FL); Fireworks Extravaganza and Marsh Nature Park Refresh Programme (MNPRP).</li> </ul>	
<ul style="list-style-type: none"> <li>• To manage budget allocations associated with projects / events, ensuring spend is in accordance with the Principals of the Financial Management for the Council and the Councils Standing Orders and to ensure all accounts are reported to the clerk, timely and accurately.</li> </ul>	
<ul style="list-style-type: none"> <li>• To promote events and social action opportunities, utilising a wide variety of promotional materials and methods, including leaflets, posters, websites and social media and to keep them fresh and up-to-date.</li> </ul>	
<ul style="list-style-type: none"> <li>• To manage the Councils Website with the exception of legal documents.</li> </ul>	
<ul style="list-style-type: none"> <li>• To develop and maintain productive partnerships with local businesses, organisations, community groups/other stakeholders and together strive to increase the active participation of residents in their local communities' social networks.</li> </ul>	
<ul style="list-style-type: none"> <li>• To work collaboratively with the Payback Team and allocate work as appropriate.</li> </ul>	
<ul style="list-style-type: none"> <li>• To source and apply for Grant Funding through various streams.</li> </ul>	
<ul style="list-style-type: none"> <li>• To review and advise on Grant Funding application to FTC.</li> </ul>	
<ul style="list-style-type: none"> <li>• To support the media working group and the clerk with the production of the annual Newsletter.</li> </ul>	

<ul style="list-style-type: none"> <li>Maintain awareness of policies and procedures which impact on how the Council delivers its service.</li> </ul>	
<b>Qualifications</b>	<b>Rank</b>
<ul style="list-style-type: none"> <li>GCSEs at Level 5 or above (or equivalent A-C) to include Maths &amp; English.</li> </ul>	E
<b>Relevant Experience, Knowledge, Skills &amp; Abilities</b>	<b>Rank</b>
<ul style="list-style-type: none"> <li>High level of communication, engagement, negotiation and interpersonal skills with the ability to deal with a variety of internal and external stakeholders including members of the public and elected councillors.</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to proactively manage a challenging workload, sometimes under pressure and to deadlines, using own initiative and demonstrating skills in work prioritisation, organisation and time management.</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to inspire trust within the community, helping them to understand the Councils priorities and also any restraints.</li> </ul>	E
<ul style="list-style-type: none"> <li>Experience of Community Development and how community groups work and are organised.</li> </ul>	D
<ul style="list-style-type: none"> <li>An excellent knowledge of ITC equipment.</li> </ul>	E
<ul style="list-style-type: none"> <li>A high-level working knowledge / proficiency of Microsoft applications, with a proven ability to use and manage social media accounts and website publications and content.</li> </ul>	E
<ul style="list-style-type: none"> <li>A knowledge of Health &amp; Safety.</li> </ul>	E
<ul style="list-style-type: none"> <li>A knowledge of GDPR.</li> </ul>	D
<b>Additional Requirements</b>	<b>Rank</b>
<ul style="list-style-type: none"> <li>Must hold a full UK driving licence and access to own car.</li> </ul>	E
<ul style="list-style-type: none"> <li>Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council.</li> </ul>	E
<ul style="list-style-type: none"> <li>Willing to undertake training and continuous development in connection with the post.</li> </ul>	E
<ul style="list-style-type: none"> <li>Work in accordance with the council's vision and values.</li> </ul>	E
<ul style="list-style-type: none"> <li>Able to undertake any travel in connection with the post.</li> </ul>	E

E – Essential  
D - Desirable