



JOB DESCRIPTION – PROJECT AND COMMUNITY ENGAGEMENT OFFICER

Grade: SCP 22, £32,654 per annum

Hours: 37 hours per week (may include some weekend and evenings)

Annual Leave: 23 days increasing to 26 days after 5 years' service plus 2 mandatory days per annum and bank holidays.

Benefits: Local Government Pension Scheme.

Reports to: Town Clerk and Responsible Financial Officer (RFO)

Role Description: To develop and manage relationships between Corfe Mullen Town Council (the 'Council') and the community it serves primarily through development, support and management of projects initiated by the Council to meet its priorities working alongside consultant(s). This is a customer facing role, therefore, the delivery of excellent customer service to all groups within the local and/or wider community is a must.

Main Responsibilities:

1. To support the Town Clerk/RFO and/or Deputy Town Clerk in ensuring the Council's initiatives and projects are delivered within the agreed timeline(s).
2. To fulfil the Council's commitment to put the community at the heart of what it does.
3. Establish and facilitate relationships between the Council and the local and/or wider community including partners, stakeholders, residents and community and voluntary groups to maintain good communications, engagement and involvement, promoting transparency, and the need to promote public accountability to help inform the Council's decisions.
4. Act as a representative to promote the Council's practices, initiatives and goals by promoting these ideas within the community to help the Council reinforce the value of its initiatives and projects.
5. Contribute to a range of initiatives in support of the Council's priorities, by working flexibly and positively with a 'can do' attitude.
6. Promote positive change and growth in the community by creating opportunities that align with the Council's policies and procedures and manage the roll-out and implementation of these projects to benefit the community.
7. To work alongside and support external consultant(s) to develop the Corfe Mullen Neighbourhood Plan to ensure their work meets the needs of the Council by acting as a conduit between officers, the Council and consultant(s).
8. To work alongside and support external consultant(s) and contractors to ensure the Council's vision for the redevelopment of the Sports Pavilion and Recreation Ground facilities meets the needs of the Council by acting as a conduit between officers, the Council and consultant(s).
9. Manage and work with volunteers who may be involved in the Council's initiatives and/or projects.
10. To organise, conduct risk assessments and promote community engagement events to ensure they run smoothly and collect data and manage outcomes including but not limited to surveys, networking events and analysis.
11. Ensure the community are engaged and well informed through all platforms, including electronic communications following the Council's prescribed policies and procedures.
12. To comply with relevant Codes of Practice, including data protection policies and procedures, to maintain confidentiality, integrity, availability and legal compliance of information and systems.
13. Work to identify issues and obstacles that may prevent the Council from mobilising initiatives and projects. Produce development plans to overcome these issues with long-term sustainable solutions.

14. To attend, promote and/or co-ordinate meetings with partner organisations and volunteers according to need and draft reports to present for both internal and external use.
15. To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and work to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
16. Office-based role which may involve in-person travel and communication.
17. To undertake personal and professional development relevant to the role.
18. Any other reasonable duties that may be assigned from time to time.
19. To hold an accredited Project Management Qualification e.g. Prince 2 Project Management.

This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs.

Attribute	Essential	Desirable	Method of Assessment
Management Skills:	<ul style="list-style-type: none"> • Project management skills. • Ability to assimilate a variety of viewpoints and determine common understanding. • Ability to demonstrate an inclusive approach to problem solving. • Ability to work alongside others and on an individual basis. • Ability to work with organisations and the community to deliver projects. • Ability to organise and prioritise own allocated workload to deliver to targets and deadlines. 	<ul style="list-style-type: none"> • Budget management skills. • Ability to manage volunteers. • Event management. 	Application form, interview
Communication skills:	<ul style="list-style-type: none"> • Ability to communicate in a clear, confident and inclusive manner both with individuals and groups of all sizes. • Ability to work well with Councillors and members of the public. • Ability to work within a political environment but able to help the Council to reach decisions using processes which are open and fair. • Ability to deliver a presentation in an effective way to a variety of audiences. • Ability to facilitate and maintain positive communications both internally and externally. • Ability to enable effective decision making whilst remaining impartial. 		Application form, interview
Knowledge:	<ul style="list-style-type: none"> • Understand of consumer-focused service delivery and customer care standards. • Knowledge of computing and software. 	<ul style="list-style-type: none"> • Knowledge of Neighbourhood Planning. • Knowledge of Procurement and tender processes. • Knowledge of local authority financial accounting. • Knowledge of Grant funding. • Knowledge of Local 	Application form, interview

Practical Skills:	<ul style="list-style-type: none"> • Ability to work effectively with a wide range of professionals at all levels and across different organisations. • Competent in effective project management. • Ability to facilitate and moderation skills. • Organisational and time management skills. • Ability to organise and prioritise own workload, to work under pressure and meet deadlines. • Ability to handle confidential or sensitive information, together with an understanding of data protection requirements. • Able to maintain a range of different record keeping systems. • Ability to be flexible. • Ability to produce reliable and well-evidenced research. 		Application form, interview
Education/ Training:	<ul style="list-style-type: none"> • Degree level, higher qualification, Prince 2 Project Management qualification or equivalent. 		Application form, interview
Acquired Skills:	<ul style="list-style-type: none"> • Ability and willingness to work in the evenings and at weekends on occasions. • Familiarity and confidence using Microsoft Packages. 		Application form, interview
Personal Qualities:	<ul style="list-style-type: none"> • Ability to be focused yet take a wider view. • Ability to maintain a calm approach in any circumstance. • A sense of humour. 		Interview
Experience:	<ul style="list-style-type: none"> • Managing and building strong relationships with volunteers, service users, partners and external agencies. • Experience in communicating effectively and sensitively in oral and written form to a wide range of individuals and organisations. • Some experience in producing information/publicity material including web editing and providing text for social media. • Some experience of delivering community projects in a local authority or similar organisation. • Understanding of the strategic aims of the Council and the ability to exercise good judgement in promoting them. • Ability to work with other professionals with a range of technical and managerial experience, including officers, Councillors and contractors. to implement projects, agreeing timelines and establishing capacity for projects. 	<ul style="list-style-type: none"> • Experience of Local Government or Public Sector. • Experience of town or parish council work. • Experience of Budgets/Accounting Procedures and Processes. 	Application form, interview