**Job Description**

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| **Job Title:**  Community Engagement Officer | **Grade**: NJC Scale 18 – 25 (£27,344 - £32,020) |
| **Responsible to following manager:**  Town Clerk | **Responsible for following staff:**  None |
| **Location:**  Northampton Guildhall | **Hours:**  Full time 37 hours |
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**Working for Northampton Town Council**

Northampton Town Council is a newly created parish council. It was officially created in April 2021 following local government reorganisation in Northamptonshire and the creation of two new unitary organisations. The Town Council is based at the historic Guildhall in the centre of Northampton and this will be the main location of the job.

Northampton Town Council is the largest parish council by population in England and has ambitions to provide high quality services for the community. All officers are central to the growth of the Council and the delivery of the strategic plan that we are beginning to draft.

**Job Purpose**

The Council has ambitions to further enhance our position in the community and this role will help us meet this objective. We have a number of grants schemes and we work with our communities on many events and projects. Your role will enhance this by ensuring that we are working with our communities effectively.

**Summary**

1. To manage the town council’s various grants programme (councillor, community and environmental).
2. To engage, support and develop our links with the different community groups and town council groups that the town council works with and supports (i.e. Climate Change Forum)
3. To work with Councillors and the community on projects such as Northampton in Bloom and the Heart of the Community Awards scheme
4. Identify funding sources and lodge applications on behalf of the council to support activities and projects for the benefit of the community.
5. Enhance and develop existing and new forms of community engagement at community and business events 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. Work with our Communications Officer to publicise successful partnership working to encourage new working relationships to be formed between the council and other community groups
3. to engage with the community and councillors to promote and gain feedback on ongoing projects or to determine viability of proposed projects.
4. To work with councillors and the Events and Projects team on the community element of Northampton in Bloom
5. Work with colleagues in planning and organising the Annual Elector’s meeting to incorporate Heart of the Community Awards and other public meetings when required

**Liaison**

1. Recruit and train volunteers to assist with events and inform the council on a Volunteer policy.
2. To gain feedback from the community on proposed projects in the form of media information, articles, Vox Pop surveys at 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.

**Grants**

1. To oversee the town council’s grants programmes
2. Assess applications against the grants policy and advise the Grants Sub-Committee accordingly
3. To work with successful grant applicants to develop their projects
4. To monitor and evaluate projects (with councillors where appropriate) and ensure that the recipients are complying with the council’s terms and conditions
5. To work with the Communications Officer in promoting and publicising the projects etc that are supported by the grants programmes

**General Duties**

1. To provide cover for the Council office at key times when the office is open to the public.
2. To identify training needs and undertake agreed training that will be of benefit to the Town Council and enhance personal development.
3. To undertake any other reasonable duties commensurate with the post and grade.
4. Keep up to date with changes in legislation affecting the role, e.g. the Data Protection Act.
5. To support meetings, including those held outside of normal work hours, by attending and providing support if required

**Additional Information**

Ability to attend evening meetings and work evenings – the postholder will be expected to attend evening meetings as and when required as well as attend events on some weekend.

**Person Specification**

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**Our Values and Behaviours**

* taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work
* taking a team approach that values collaboration and partnership working
* contributing to the overall aims of the Town Council as it looks to take on and develop its own services
* working with our residents, partners and stakeholders in promoting Northampton as a great place to live, work and visit
* always looking for best value in the services and goods we procure and where possible using local suppliers and contractors

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| **Person Specification Requirements** |  |
| **Knowledge** | |
| **At entry level**  General knowledge of the public sector and local government issues | Desired |
| Knowledge of the grant making process | Desired |
| Understanding of the diverse communities that make up Northampton | Essential |
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| **Experience** | |
| Previous experience of working in a similar community focused role | Essential |
| Experience of administering and managing a grants scheme | Desirable |
| Budget management | Desirable |
| Track record of delivering community projects | Essential |
| **Skills** | |
| Ability to deal with different communities in a sensitive and understanding manner | Essential |
| Ability to communicate orally and speak with confidence so that clear messages are conveyed to a wide range of listeners (these include people at all levels, both within and outside the Council such as Members, other staff and members of the public. | Essential |
| Ability to demonstrate competence in the use of PC based office systems, particularly the MS Office 365 suite of software | Essential |
| Ability to self-motivate, work well under pressure and to prioritise a variety of tasks and conflicting demands. | Essential |
| Ability to work with councillors, colleagues and external organisations to foster good working relationships at all levels. | Desirable |

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| **Qualifications** | |
| A degree or equivalent, and /or experience in a similar role in the public, charity or private sector | Desirable |