

**Congleton Town Council
Role Profile**

Job Title:	Communities Officer	Date:	November 2021
Reporting Line:	Deputy Chief Officer Campaigns and Marketing and Partnership Exec	Job Level:	
Hours	Part Time 21 hours flexible	Considerations	

JOB PURPOSE

This post is the only paid post within the Congleton Partnership. The post holder will lead on the administration of the Congleton Partnership and take responsibility for project managing the Partnership's progressive programme for the Congleton

This post holder will be expected to enthuse, encourage and engage with local volunteers, communities and organisations to help to develop projects and actions to help create a more sustainable and caring town in line with the Congleton Partnership and Town Council vision.

KEY RESPONSIBILITIES

1. To be the lead officer and advisor to Congleton Partnership and its associated working groups, on developing and implementing a forward Performance Plan based on the Town Council and Partnership Vision.
2. To ensure the Partnership's processes and procedures are fully inclusive, being accessible to and representative of the area's diverse communities and key stakeholders.
3. To analyse and evaluate data and material to support funding bids on priority projects which address the needs of the Town.
4. To communicate with the Town's communities and organisations advised and engaged.
5. To have a case load of projects, build commitment to them and develop associated Action Plans containing clear outcomes and milestones, on which funding bids can be based.
6. To work with the Town Council and partners in specifying, letting and managing contracts for specialised projects in line with the Town Council's financial regulations.
7. To monitor the progress of all projects and to report regularly to the Council and Partnership.
8. To work in partnership with the Town Council's Marketing and Communities team to promote a positive image of Congleton and an understanding of the inter-relationship between the different community and regeneration initiatives being undertaken.
9. Respond to requests about Congleton Partnership projects
10. Manage Partnership communications – including web and social media
11. To liaise and collaborate with other Cheshire East Partnerships and be an active member of the five-town partnership (Alsager, Congleton, Holmes Chapel, Middlewich and Sandbach) .

12. To demonstrate commitment to customer care, safety, equality and the environment.

To undertake other related tasks allocated by the Deputy Chief Officer, which are within the competence and capability of the post.

DIMENSIONS

Internal

- No Line management responsibility for staff
- Manage Partnership budget and spend to make sure in line with budget and financial regulations
- Employed for 21 hours a week
- Liaise with partnership executive members, councillors, officers
- Will be necessary to work flexible hours to support meetings or partnership events – this will include the occasional evening and weekend work

External

- Congleton Groups and Organisations
- Five Town Partnership Officers
- Local Press and Media
- Contractors and Suppliers on Partnership projects
- Volunteers

KNOWLEDGE, SKILLS AND EXPERIENCE

Essential Skills:

- Proven small project management skills
- the ability to communicate easily and effectively with a wide range of people and organisations
- the ability to produce good quality written reports and materials
- the ability to grasp and assimilate new information quickly
- Ability to work with businesses, public, voluntary and faith sectors.
- understand the importance and principles of community involvement and participation

Experience:

- Experience of managing meetings and taking accurate minutes
- Experience of managing projects from inception to completion
- Experience of keeping accurate financial records
- Track record of applying for funds from a variety of trusts and funds
- Experience of local government helpful but not essential
- A good understanding of Congleton and its groups and organisations is useful but not essential
- Experience of developing and delivering effective communications across a number of social media platforms.
- Experience of problem solving and managing conflicting demands

Personal Style:

- the ability to work on own initiative or as part of a team and to give leadership and direction to others
- the ability to find solutions to complex and sensitive issues
- the ability to work under pressure and to tight deadlines
- highly motivated with the ability to demonstrate energy and vision to inspire others
- able to deal with sensitive and confidential information
- good sense of humour
- a commitment to promoting equality and diversity within the community
- a commitment to supporting the climate and nature emergency.
- demonstrate the desire to make a positive contribution to improving the quality of life for people in Congleton