

**Liss Parish Council Project and Community Engagement Officer**

**Job Description and Person Specification**

**Nature of the post**

The post is for a period of at least 2 years, 20 hours per week on a Fixed Term Contract. It is envisaged that the post will run from March 2022 to March 2024 in the first instance, although this may be extended dependent on funding and ongoing and anticipated projects at the anniversary of appointment and is subject to the satisfactory completion of a 3-month probationary period.

Flexible working arrangements in terms of hours and office/home working will be considered for the right candidate, but occasional evening and weekend working may be required.

**Purpose of the role**

We are looking for somebody to join our small, friendly team who has the drive, determination and organisational skills to manage some exciting projects that will vary in size and stature. This is a newly created role.

The undertaking of a large consultation exercise will be key to establishing the views of residents and enabling councillors to prioritise investments. Following the allocation of funding from recent development, particularly Andlers Wood, the Parish Council has been allocated significant funding to invest in community infrastructure and make the village a better place to live.

This is a really exciting opportunity for a motivated individual to help to identify and deliver improvements to and enhance facilities in the village in the coming years. The postholder will also play a key role in enhancing communication and engagement between the Council and parishioners and in promoting Council activities and facilities.

**Specific responsibilities**

Design and manage a large-scale village consultation exercise to engage with residents, voluntary and community organisations and businesses, building on already established workstreams.

Work with committees, particularly the Project Review Group, to successfully initiate, plan, design, execute, monitor, control and manage projects/initiatives.

Identify, develop and write grant applications for Council projects/initiatives.

Prepare agendas and attend relevant meetings, take minutes and carry out any actions arising from decisions.

Make proposals to develop and strengthen the Council’s community engagement and to promote Council facilities to maximise use of and income from these assets, implementing as appropriate.

Promote the activities of the Council through proactive communication, such as through social media, identifying opportunities for enhancement.

Respond to enquiries from members of the public raised, including through the Council’s social media channels.

**Salary**

This post is advertised with a salary of £24.982 pro rata, based on SCP18 of the National Joint Council Agreement on Salaries and Conditions of Service. An uplift has yet to be implemented following the national pay award effective 1st April 2021 and will be backdated accordingly.

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| **PERSON SPECIFICATION** | **Essential** | **Desirable** | **Evidence** |
| **Education** |  |  |  |
| Good standard of numeracy and literacy skills (such as Maths and English at grade C/4 or above) | X |  |  |
| **Experience and knowledge** |  |  |  |
| Experience of working in an administrative function | X |  |  |
| Local Council or local government work experience |  | X |  |
| Experience and knowledge of placing contract tenders (e.g. on the Government’s Contract Finder website) and analysing tenders received |  | X |  |
| Experience of dealing with a wide range of people | X |  |  |
| Experience in planning/ managing projects/initiatives | X |  |  |
| Experience in sourcing funding for projects, writing funding/grant applications |  | X |  |
| Experience of managing a budget | X |  |  |
| Experience in day-to-day administration of  websites and social media sites |  | X |  |
| Experience in procuring goods and services |  | X |  |
| Experience in supervising contractors and other third parties |  | X |  |
| **Skills and Personal Qualities** |  |  |  |
| A professional and courteous manner with a high level of personal drive and commitment to the Parish Council’s agenda | X |  |  |
| Good interpersonal skills and the ability to delivering a high quality and customer focused service tailored to the audience | X |  |  |
| Excellent administrative and communication skills (verbal and written), including ability to write minutes and produce effective communications | X |  |  |
| Fully computer literate and able to use IT programs such as Microsoft, Word, Excel and databases confidently | X |  |  |
| Ability to design posters, leaflets, newsletters etc. on Canva, Publisher or similar deign package |  | X |  |
| Ability to liaise effectively, flexibly and enthusiastically in a small team and building strong working relationships | X |  |  |
| Hands on pro-active and practical approach | X |  |  |
| Practical skill set in delivery of large construction-based projects (e.g. sports/recreation facilities) |  | X |  |
| Ability to manage time and workload in order to deal with tasks swiftly and effectively and to deal with several strands of enquiry concurrently | X |  |  |
| Logical thinking with creative problem-solving ability and ability to think strategically beyond immediate daily issues | X |  |  |
| Ability to work on own initiative with a high level of integrity | X |  |  |
| Interest in and empathy with local community issues | X |  |  |
| Ability to challenge a discriminatory practice &  value equality and diversity | X |  |  |
| Own car and current UK driving licence to attend off site meetings |  | X |  |
| **Special Conditions** |  |  |  |
| A flexible approach to working weekend and evenings to coincide with events or meetings | X |  |  |
| Willing to attend training for the job if necessary | X |  |  |

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**LISS PARISH COUNCIL**

**Application Form**

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| **Position applied for:** |
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| **Full Name:** **Title:** |
| **Address:**  **Postcode:** |

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| **Mobile Tel:**  **Work Tel:** | **Home Tel:**  **E-mail:** |

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| **Name and address of Current / Last Employer:** | |
| **Job Title:** | **Salary:** |
| **Dates of Employment:** | |
| **Duties & Responsibilities:**  **Reason for Leaving:** | |
| **Period of Notice Required:** | |

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| **Secondary and Further Education Details** | | |
| **Name of School/College** | **Subjects with Results/Grades** | **Date** |
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| Give details of any other qualifications held with dates: Vocational training including Apprenticeships, Professional qualifications, Membership of Professional Institutions etc. | | |
| You may be asked to bring your certificates with you to interview if appropriate. | | |
| **Dates**  **From To** | **Employer** | **Job Title, Main Responsibilities and Reason for Leaving** |
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| Please state why you are interested in this position and give details of your skills, knowledge and experience relevant to this post, taking account of any information, you have been sent relating to this job. Reference can be made to voluntary work and other interests. Please continue on a separate sheet if necessary. |
| **Rehabilitation of Offenders Act 1974**  You are required to give details on the application form of all convictions and cautions, except ‘spent’ convictions. Any information which you give will be strictly confidential and will be considered only in relation to this or a similar position for which you may be considered with us. You must declare any convictions which occurred in the following periods, starting from the date the sentence was passed: -  Imprisonment of 2 ½ years or over Must always be notified  Imprisonment of 6 months – 2 ½ years Notify if in last 10 years  Imprisonment of 6 months or less Notify if in last 7 years  Sentence of Borstal, Youth Custody Centre or  Young Offender Institution Notify if in last 7 years  Fine or Community Service Order Notify if in last 5 years  Absolute Discharge Notify if in last 6 months  Probation Order or Conditional Discharge Notify if in last year (Or until order expires)  **Rehabilitation of Offenders Act 1974 (cont)**  If applicable, please give details below:-  *Liss Parish Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, workers and volunteers to share this commitment.  The Council will ensure that all recruitment and selection practices reflect this commitment and as such an Enhanced Disclosure & Barring Service (DBS) check may be required, however a criminal record will not necessarily be a bar to obtaining a position with the Council.* |

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| *Please complete this box if applicable to the post for which you are applying.*  **Do you hold a current full driving licence? YES / NO**  **Do you require a work permit to take up employment in the UK? YES / NO** |

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| **Are you related to any employee or elected member of lILiss Parish Council?**  **YES / NO**  **If Yes, please give details:** |

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| **References:**  Please give the names and addresses of two people who will provide a reference. At least one should be from a recent employer, but references from school/colleges are also acceptable. If you give a home address for a referee, please indicate which employer or school/college they represent. | |
| 1.  Tel No:  Position held:  May we contact prior to interview? **Yes / No** | 2.  Tel No:  Position held:  May we contact prior to interview? **Yes / No** |
| Offers of appointment are subject to satisfactory references, and if applicable to the post, a DBS – Disclosure and Barring Service criminal records disclosure. | |

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| **Declaration** |
| I declare that all the information set out in this application form is true in all respects and I understand that false information may render me liable for dismissal if I am appointed.  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| *We value your privacy. The information you have provided will be used for Personnel, Payroll and associated administrative purposes. We will not disclose any information about you to outside organisations or third parties or for any other reason, without your explicit consent, unless there is a legal requirement to do so. Liss Parish Council’s Privacy Policy can be found at www.lissparishcouncil.gov.uk.* |