

# THORPE ST ANDREW TOWN COUNCIL

## COMMUNITY OFFICER

### JOB DESCRIPTION AND PERSON SPECIFICATION

Starting Salary: £11.41 per hour + LGPS

Hours: Minimum 5 Hours per week

The officer responsible for facilitating the Thorpe St Andrew Town Council community support events at Roxley Hall. Mainly consisting of working on Wednesdays, the post supports the TSA Dementia Support Group, Afternoon Tea group, Roxley Singers group, Luncheon group, and Little Limes (on a Thursday morning).

#### **Main purpose**

To develop and support existing community activities on behalf of the council. Implement new activities where appropriate. Support all councillors and volunteers offering training if required.

To work collaboratively with others out in the community, including partner agencies, the voluntary and community sector, businesses, councillors and local people to develop their assets, skills and resources to improve the quality of life for local people and the wider community.

#### **Responsibilities**

1. To ensure a Community focused services delivery through working in partnership with relevant internal & external groups & services
2. To co-ordinate, maintain & market a programme of activities within community facilities and ensure the programmes are complementary with neighbouring facilities.
3. To identify external funding sources & secure funding where possible.
4. To lead in the development of a range of activities, including, but not limited to, capacity building programme including the design and delivery of related resources for example training.
5. Continue to support existing main Events being an active member of the Events committee. Support new clerk in development and organising existing events.
6. To undertake such other relevant duties as may from time to time. Office/ meeting cover as required. To attend and support all council events, assisting with arrangements where needed.
7. Support and give training as required for new Deputy Clerk post.

## Job Description

To offer advice, information, signposting and assisted signposting

To build relationships with individuals and groups.

To develop a knowledge of community resources and networks & to work in an imaginative & creative way to common aim.

To connect people with each other, and with the community and appropriate services.

To build good networks with professionals and voluntary/community organisations.

To liaise with RFO and Town Clerk on matters relating to budgets and council policy

To be aware of Health and Safety directives.

Report to Town Clerk weekly on projects and progress, discuss development

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## Person Specification

	Essential	Desirable
Educational Qualifications	GCSE Qualifications including English and Math at Grade C	
Work Experience	Knowledge of the local government sector	Good knowledge of the third sector
	Experience with Dementia carers and cared-for	Administration of committee meetings
Skills, Knowledge and aptitude	ICT literate and competent user of MS Office	
	Excellent Communication skills: face to face, written, social media	Understanding of Health and Safety
	Knowledge of GDPR and FOI	Understanding Risk Assessments
	Able to work on own initiative and as part of a team	
	Well organised and able to prioritise workload	
	Full clean driving licence and own transport	
Other	Committed to continuous development in the sector	
	Ability to work flexibly	