

Bridlington Town Council



JOB DESCRIPTION

<p style="text-align: center;">Job Title: Project Officer – 20 hours per week Fixed Term for 6 Month leading to Permanent Contract following successful Probationary Period</p>	
<p style="text-align: center;">£30,000 FTE – Pro Rata (15.59 per hour)</p>	
<p style="text-align: center;">Overall Purpose of Job:</p> <p>This is a new opportunity for a committed, innovative, and self-motivated individual to join the council to develop ideas, projects and events which will enhance and transform the town and benefit the wellbeing and enjoyment of residents, and visitors.</p> <p>The successful applicant will work with the Council to identify areas of development that will benefit the town. This will mean involvement in all existing events and identifying funding, preparing applications, and ensuring that all health and safety measures are in place and seeing the developments through to fruition.</p> <p>All employees are responsible for maintaining the standards of the council regarding equality, diversity, inclusivity, and respect.</p>	
<p style="text-align: center;">Main Responsibilities:</p>	
1	To work with the Council to initiate, plan, implement, monitor, and manage the development of the community and parish of Bridlington, by organising events which create a more attractive town and surrounding area, and where possible support local economic growth and residents to gain skills, knowledge, and employment.
2	To work with the Clerk and Responsible Financial Officer (RFO) to ensure budgets and timescales are being met.
3	Under the direction of the Clerk prepare press releases and maintain the Council's website and social media to publicise the Council's activities/projects.
4	To work with the Council, other staff, community groups, businesses, and public bodies to deliver successful projects and to maximise the impact of their events and activities and to develop on going contacts with these groups.
5	In conjunction with the Clerk and (RFO) to monitor and oversee contractors to ensure they are working in accordance with their contract, the council's health and safety policies and legislation. Ensure that any equipment relating to events is regularly inspected, maintained, and adequately insured.
6	To research and apply for funding opportunities for projects.
7	To attend Council or Committee meetings as required, act as a representative of the Council at conferences, meetings, and other similar events.

8	If required by the Council, attend such professional development events as are relevant to their role. In the normal course events the cost of training courses will be paid for by the Council.
9	To write a monthly report for the Clerk on the work undertaken for submission to the Council.
10	To maintain a commitment to ongoing professional development and attend relevant training when required to do so.

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties that reasonably correspond to the general character of their post and are commensurate with its level of responsibility.

Post Holders will be expected to comply with council Policy and Procedures and to provide a high quality of service, recognising the importance of Data Protection and Confidentiality& comply with the council's policy on Equality and Diversity.

Post holders are expected to participate in the annual staff appraisal.

This job description is provided for guidance only and does not form part of the contract of employment.

PERSON SPECIFICATION

Project Officer – Employee Specification

To fulfil the duties of the post, the postholder must meet the following requirements.

Method of Assessment (MOA)

AF – Application Form I – Interview T – Test

		Essential	Desirable	MOA
Education, Training & Qualifications	<ul style="list-style-type: none"> • Good standard of education to GCSE grade A to C or equivalent including Maths and English. 	E		AF
	<ul style="list-style-type: none"> • Relevant degree or equivalent qualification. 		D	AF AF, I
	<ul style="list-style-type: none"> • Project Management Training. 		D	
Experience	<ul style="list-style-type: none"> • Experience in development work 	E		AF, I
	<ul style="list-style-type: none"> • Experience of working with stakeholders and members of the public sometimes in challenging circumstances. 	E		AF, I
	<ul style="list-style-type: none"> • Previous local government experience. 		D	AF
	<ul style="list-style-type: none"> • Experience of managing initiatives and projects. 		D	AF
	<ul style="list-style-type: none"> • Experience of working with financial budgets. 	E		AF
	<ul style="list-style-type: none"> • Experience of facilitation multi-disciplined teams. 		D	AF
Knowledge	<ul style="list-style-type: none"> • A good understanding of public sector issues as they relate to local government. 		D	AF, I
	<ul style="list-style-type: none"> • Knowledge of computerised systems and office software packages such as emails, word processing, spread sheets and financial packages. 	E		AF
	<ul style="list-style-type: none"> • Sound knowledge & understanding of workplace health and safety issues. 	E		AF, I
	<ul style="list-style-type: none"> • Knowledge of how to identify and pursue relevant sources of funding for Council projects. 		D	I
Skills	<ul style="list-style-type: none"> • Good team worker with the ability to work independently. 	E		AF, I
	<ul style="list-style-type: none"> • Ability to initiate and manage projects and ensure effective implementation. 	E		AF, I
	<ul style="list-style-type: none"> • Excellent written, verbal and presentation skills with the ability to represent and promote the interests of Bridlington Town Council. 	E		AF
	<ul style="list-style-type: none"> • Ability to research, contribute, promote, and implement appropriate policies. 	E		AF, I

	<ul style="list-style-type: none"> • Diplomatic and patient approach with the ability to develop productive working relationships with Council staff, Council Members, community groups, outside bodies, user groups, sponsors, statutory bodies and members of the public. • Openness to change and the ability to problem solve and contribute to the development of new initiatives. • Good administrative and organisation skills with the ability to plan and manage own workload. • Ability to manage financial budgets, as delegated by the Town Clerk, in conjunction with the RFO and meet statutory and audit requirements. 	E		I
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Equality, Diversity and Inclusivity	<ul style="list-style-type: none"> • Understanding of equal opportunities, diversity and inclusivity in both employment and the wider community. 	E		AF, I
Personal Attributes	<ul style="list-style-type: none"> • Self-reliant, motivated, and able to project enthusiasm and commitment within the team. • Customer focussed, respectful and positive approach when dealing with customers. • Commitment to ongoing personal development. 	E		I
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Location, hours of work	<ul style="list-style-type: none"> • Commitment to undertake training as required and to act as the Council's representative. • The role is based at the Town Council Offices, however, there will be a requirement to visit other venues in and around the parish and occasionally to travel outside of the area to attend meetings and seminars. • The hours of work are 20 per week, Monday to Sunday. This will cover both day and evening work depending on meetings. Should your commitments exceed 20 hours, time of in lieu will be given. 	E		AF, I
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