

JOB DESCRIPTION

POST Community Development Co-Ordinator
LOCATION Great Linford Parish Council
REPORTS TO Community Liaison Officer
HEAD OF OFFICE Parish Manager
PAY SCALE NJC spc 13 to 17 depending on skills and experience. £26,873 to £28,770 Full Time equivalent.

1. PURPOSE OF JOB

Specific accountabilities of this role will reflect the needs of the Conniburrow Community and agreed objectives of GLPC (Great Linford Parish Council). As such the roles primary aim will be to support the effective delivery and functions of the Conniburrow Community Programme. This will be achieved through research and collaborating directly with communities and partners.

This is a fixed-term contract/role until December 2025.

2. SPECIFIC DUTIES & RESPONSIBILITIES

Community Programme	
a.	Develop a programme of events and activities that deliver against the agreed aims, objectives and protocols required of the programme.
b.	Manage the community related projects to ensure they are delivered on time and achieve their objectives. Manage events ensuring all event management documentation such as the event plan, communication plan, health and safety and risk assessment are compiled, recorded, and communicated to all involved.
c.	Function as an operations supervisor/ event coordinator at events and activities to ensure compliance with statutory regulations and operational governance.
d.	Conduct post-event reviews to ensure objectives are met, lessons are learnt and feedback from all participants is collated and acted on to provide continuous improvement.
e.	Ensure that the Community Liaison Officer is provided with details of the planned Conniburrow Community programme.
f.	Write and deliver detailed reports and costings on community programme activity to the Conniburrow Working Group, Council, Cllrs and interested parties or partners to facilitate understanding of the success, effectiveness, and achievements of the programme.
Partnerships	
g.	Engage with third party organisations to promote and facilitate Parish Council activities including service delivery organisations, local and national community groups, businesses, schools, and residents.
h.	From research and third-party data consult with target partners to help develop solutions and actions to resident issues, communicating with the Community Liaison Officer.
i.	Use a variety of engagement techniques, research, or processes to collate community needs, wants, and issues
Other	

j.	Manage the volunteers who attend the community programme events and activities
k.	Provide support at other activities, events, services, and projects as directed by the Community Liaison Officer or Parish Manager

3. Relationships

- a. Report to the Community Liaison Officer
- b. Have appraisal and performance reviewed by the Community Liaison Officer
- c. Work closely with the Environment Team to ensure that Community Programme activities can be delivered within the resource available.
- d. Be an active member of the Conniburrow Working Group.
- e. Consult closely with the Communications Officer to ensure all communications are planned and produced on time.
- f. Work closely with the Business Support team who will provide administrative support for many aspects of this role.
- g. Work with other office staff, Cllrs, third party organisations, volunteers, and community members.

4. Working hours and location

Weekly working hours will vary depending on the activities and programme requirements, but a typical working week will have core office hours Monday to Friday 9:00 to 16:00 and will vary between 22 to 30 hours. A flexible approach will be required to allow for attendance at Council meetings, training events, physical management of GLPC events, attendance at partner events and activities which may be outside of these core times and days.

A flexible monthly work pattern will be agreed in advance with the Community Liaison Officer. The core work location is the Office, but mobile working may be required at other GLPC locations, Community locations or Partner locations.

5. Other

Undertake any other works as may, from time to time be agreed with the Community Liaison Officer.

6. Training

Appropriate training will be provided, and it is expected that continuous personal development is conducted to help with the development of the job holder and the role.

7. Personal Specification

	Essential	Desirable	Evidence
Experience	Some proven experience in leading and managing projects is required. Successfully have engaged with local community and voluntary organisations; third parties.	Experience of the working of the parish council local communications and local authorities Some documented evidence of applying for grants or funding.	CV
Skills and Knowledge	Understanding of the requirements of managing a project.		

	<p>Knowledge of how to evaluate a project or initiatives.</p> <p>Evidence of having followed detailed programme guidance and documentary recording and retention requirements.</p>		
Personal Effectiveness	<p>Creative and strategic thinking.</p> <p>Experience in administration including Microsoft Office skills. Problem solving – ability to think creatively to deliver solutions.</p> <p>Well organised, methodical, and confident of using own initiative whilst working alone and unsupervised.</p> <p>High level of personal drive and a commitment to the Parish Council's agenda.</p> <p>Flexibility and willingness to work outside of normal office hours and occasional weekends.</p> <p>Outstanding organisational skills in terms of planning, managing information, controlling timelines and meeting deadlines.</p> <p>Effective communication and people skills, and proven experience of building strong working relationships.</p>	Ability to target a wide and varied audience.	Application Documentation and Interview.
Qualifications	Significant level of job-related experiences.	<p>Educated to relevant degree level NVQ 3 / 4 or equivalent level qualification.</p> <p>Driver's licence.</p>	Documentary evidence provided.