



Farnham Town Council

Appointment of Community Enhancement & Projects Officer (Maternity Cover)

**Farnham Grade 3
(£21,166 to £24,799))**

Are you seeking a new challenge where you can really make a mark on one of the country's best places to live?

Farnham takes a pride in its appearance and is honoured to have won gold Eight years running in South and South East in Bloom and is a finalist for the third time in Britain in Bloom. This year we are celebrating the 30th anniversary of Farnham in Bloom and we are looking for somebody who has a winning streak, attention to detail and a can do attitude.

As an active member of Farnham Town Council's small team you will have the opportunity to work on a wide range of projects. You will be able to grow and shape the role.

You will be looking for a role that will allow you to develop your skills, to apply your creative abilities and to work on your own initiative.

There will be an opportunity to work alongside a wide range of community groups and individuals who want to make the most of Farnham as a place to live and visit.

If you want to contribute towards the success of a winning team, please email iain.mccready@farnham.gov.uk or write to Farnham Town Council, South Street, Farnham GU9 7RN for more information and to obtain an application pack.

The closing date for receipt of applications will be 5.00pm on Monday 7th October 2019 with interviews to be held on Wednesday 16th October 2019

FARNHAM TOWN COUNCIL
Community Enhancement & Projects Assistant
JOB SPECIFICATION

Post:	Community Enhancement & Projects Officer
Responsible to:	Business and facilities Manager
Conditions:	National Joint Council for Local Government Services
Grade:	Farnham Grade 3 (£21,166 - £24,799)
Pension:	Local Government Pension Scheme (managed by Surrey County Council Scheme) is available
Car Allowance:	HMRC Scale Rate
Competency Levels:	Communication 2 Customer service 3 Team Working -2 Managing Self and Others -3 Can do approach -2
Working Hours:	Contracted hours of 37 per week Core hours 9.00 am - 5.00 pm Monday - Thursday 9.00 am - 4.30 pm Friday Saturday and Sunday and working outside of core hours as and when required. Attendance at evening meetings will be required on occasional evenings throughout the Municipal year as part of the role. The Town Council operates a Time-Off-In-Lieu policy for working out of normal office hours.
Holidays:	Public Holidays plus 2 extra statutory days Annual Leave entitlement of 21 days.
Period of Notice:	Two calendar months by either the employer or the employee
Probation Period:	Three months from date of appointment for new appointees

Community Enhancement & Projects Officer

Roles and Responsibilities:

- i. Support the work of the Community Enhancement Working Group and undertake administration on its functions
- ii. Develop and implement the Council's approach to Farnham in Bloom and environmental improvements.

Community Enhancement Working Group

- Supporting the Business and Facilities Manager in managing the work of the Community Enhancement Working Group, attending meetings as required and writing notes of meetings as required.
- Preparing a detailed year round programme with associated documentation (e.g. Judges Notes) and promotional materials for Farnham in Bloom including social media and regular website updates.
- Drafting press releases associated with the Community Enhancement Working Group and emerging projects.
- Maintaining a database of street furniture under the responsibility of Farnham Town Council and other organisations.
- Liaising with Farnham Riverwatch, the Farnham Rivers Group and related organisations on flooding and other river issues
- Co-ordinating links with schools for the community enhancement programme.

Community Development

- Maintaining relationships with other local authorities and voluntary organisations in the rural areas of the town and developing new links to benefit of residents, business and visitors.
- Developing and promoting the attractiveness of the rural gateways and villages making up Farnham Town Council working with the community to improve the visual appearance of the rural areas; co-ordinating Town Council events for the 'villages' where appropriate.
- Developing new projects and attracting sponsorship and external funding for specific projects.

Marketing and Publicity

- Ensuring compliance with the Farnham Town Council's style and branding guidelines.
- Contributing relevant material to the content of the Town Council's publications.
- Developing and updating related areas of the Town Council's Website

General Duties

- Implementing new programmes, projects and plans to meet the Council's aims and objectives as agreed.
- Maintaining and preparing agreed key performance indicators for projects.
- Covering for other members of the team, including reception, during sickness and holiday absence
- Attending external meetings to represent the Council as required.
- Supporting and attending council meetings, civic functions and events (eg Annual Town Meeting, Remembrance Sunday, FIB launch, Christmas Lights Switch-on etc) as and when required.
- Any other duties which may, from time to time, be considered necessary to facilitate the efficient functioning of the Council's operations in line with the competency profile for this post.

Performance Management

- Ensure day to day management of the workload ensuring all commitments are effectively undertaken.
- Ensure high standards of work are maintained to uphold the integrity and profile appropriate to the Mayor of Farnham and Farnham Town Council.

**Community Enhancement & Projects Assistant
Person Specification**

COMPETENCIES	ESSENTIAL	DESIRABLE
Communication Excellent written and verbal communication skills. Enthusiastic and able to convey the right message to the right audience.	Level 2 of Competency Framework. Workplace experience of effective communication. Workplace evidence of exceptional attention to detail.	Experience in taking minutes at formal meetings. Experience with social media sites and website administration systems.
Customer Service Clear focus on delivering excellent customer service. A positive, can-do outlook.	Level 3 of Competency Framework.	Experience of working in a customer facing or community focused role.
Team Working Able to understand team goals and to work together to deliver targets.	Level 2 of Competency Framework. Workplace experience.	Demonstrable experience of team working.
Managing Self and Others Ability to organize own time and paperwork/information to meet project targets. Proficient use of Microsoft Outlook, Word, Excel and Publisher.	Level 2 of Competency Framework. ICT skills with comparable packages will be acceptable. Clear experience of working to and meeting deadlines to deliver project outcomes.	ICT training, skills and/or experience – demonstrable through application. Experience with Sage Act database systems (or similar).
Can Do Approach/Results Demonstrate ability to develop and implement projects including producing publicity and deliver projects to deadlines.	Level 2 of Competency Framework	
Other	Successful experience in an administrative role.	Full UK driving licence.