**LEDBURY TOWN COUNCIL**

**JOB DESCRIPTION**

**COMMUNITIY DEVELOPMENT OFFICER**

**Job Grade:** SCP Range: 13-17

**Salary:** £22,627 - £24,491

**Contracted Hours:** 37 hours per week – incl. meetings

**Contracted Days:** Monday – Friday inclusive

**Contract Type:** Full Time – Permanent

**Responsible To:** Town Clerk

**Based At:** LTC Main office

**Car User:** Casual User Only

**Job Description Date:** December 2020

**Politically Restricted Post?** No

**Enhanced CRB Check?** No

**Purpose of the Role:**

* **To provide a range of services and support to local third sector organisations, communities and volunteers**
* To promote the Council, its facilities, events and services in line with approved strategies

**Main Duties and Responsibilities**

1. To drive the vibrancy of the economy of Ledbury

2. To report on, and recommend and develop strategies and initiatives to increase footfall in the town centre

3. To undertake the operational management of Ledbury Market House including to manage market traders and develop initiatives to increase footfall and the market’s profile

4. To manage speciality markets

5. To work with local Heritage and Tourism Groups to promote Ledbury as a visitor destination

6. To work with local businesses to promote Ledbury as a place to do business

7. To develop and maintain regular and effective communications with local businesses to understand their needs and assess business confidence

8. To generate sponsorship to support council services

9. To attend meetings as required for the satisfactory fulfilment of the role

10. To attend council events as required

11. To undertake training and professional development relevant to the role of the Town Centre and Marketing Officer as required

12. To undertake any other duties commensurate with the level of the post as may be required by the Town Clerk

13. To advise and encourage third party organisations providing events in Ledbury

14. To bring third party organisations together to support each other and the Council in the holding of events

**Personal Duties:**

1. To have due regard for your own health and safety and that of any colleagues who may be employed and the general public and to bring to the attention of the Council without delay any matters which may be prejudicial to health and safety best practices and policies.

2. To treat any colleagues, Councillors, partners and members of the public with respect and equality.

**PERSON SPECIFICATION**

**COMMUNITY DEVELOPMENT OFFICER**

|  |  |  |
| --- | --- | --- |
|  | **Essential**  | **Desirable**  |
| **Educational qualifications** | Degree level Qualification  |   |
| **Work Experience**  | At least one-years’ experience in local government  | Good knowledge of third sector |
|  | Project Management Skills  | Experience of working to deadlines in a structured environment |
|  | Administration of meetings |  |
| **Skills, Knowledge and aptitude** | ICT Literate and competent user of MS Office software |   |
|  | Communication skills: face to face, written, social media and website | Understanding of Health & Safety  |
|  | Writing skills: able to take clear and accurate minutes of meetings; to prepare clear and concise reports, and to write general correspondence | Understanding of Risk Management and preparation or Risk assessments |
|  | Knowledge of GDPR and FOI | Well organised and able to prioritise workload |
|  | Able to work on own initiative and as part of a team | Full clean driving licence and own transport |
|  | Self-motivated and able to problem solve |  |
| **Other**  | Committed to continuous development within the sector  |  |
|  | To demonstrate or be prepared to acquire knowledge of the Town and County  |  |
|  | Ability to work flexibly, including attending evening meetings and weekend events |  |