**CAM PARISH COUNCIL**

**JOB DESCRIPTION**

**Post Title: PROJECTS OFFICER**

**Responsible to:** Clerk of the Council

**Terms:** 30-37 hours per week (negotiable with candidate)

**Grade**: 24 – 28 (28672- 32234) (pay award pending)

**Responsible for:** Leading and facilitating all projects of the council.

**Overall Responsibilities**:

To undertake and facilitate the delivery of projects of the council by providing project management, engaging with the public, and playing an active part in the improvement and development of the council’s work to ensure that projects are achieved in a timely manner and within budget. Creation, management, and compliance documentation associated with CIL /S106/External grant applications - working with the Parish Council and the community to deliver projects.

**Specific Responsibilities**:

1. To prepare reports and action any instructions associated with projects required by the council.
2. To provide project support relative to the work of the council as required.
3. To attend all project meetings and take minutes, plan agendas, and prepare reports in a timely manner.
4. To prepare, oversee and submit all tender documents associated with the work of the council onto the government portal as per regulation guidelines and council standing orders.
5. To support the vision of the council to create and deliver projects associated with CIL expenditure (Community Infrastructure Levy). Maintain records appropriately associated with CIL/S106 and assist the Clerk/RFO in monitoring expenditure associated with projects of the council.
6. To complete EIO’s/applications associated with Strategic CIL budgets
7. To ensure all regulations required for compliance with the transparency code are completed and provision of information for inclusion on the Council’s website.
8. To source potential funding streams for projects and to prepare funding bids for application.
9. Undertake research essential to the success of the project including photographic, statistical, documented evidence to support the projects.
10. To prepare and undertake community consultation including producing relevant documents and display material.
11. To complete and format information, using various IT techniques, preparing correspondence, reports and other documents associated with projects of the council.
12. Co-ordinate the work of partners, external consultants, and organisations to deliver outcomes.
13. To co-ordinate joint working with volunteers/members in connection with parish run events and services
14. To support the Clerk and other officers with such tasks or covering duties as may be required for the proper functioning of the council.
15. To undertake additional duties as required, commensurate with the level of the role.

**General**:

To work with communities sometimes outside normal office hours, including weekends.

To ensure that at all times service delivery informs, reflects and supports the Council’s prevailing aims and objectives.

To work with colleagues across the organisation as required in support of organisational goals.

To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.

To promote the principles of customer care, equality, quality management and good health and safety standards at all times.

To attend training courses and seminars as directed by the Clerk and to acquire the necessary professional knowledge required for the efficient management of affairs of the council.

Working with and supporting community groups and/or volunteers.

Creation and overseeing of projects of the council within a set deadline.