



Job Description

Community Projects Officer

Objectives: Burbage Parish Council is an ambitious, pro-active Council which works to deliver a wide range of projects and events, focusing on the living environment and community wellbeing. Success will be measured by the extent to which the job has enabled agreed projects to meet their strategic objectives.

Reporting to: Principal Officer

Hours: **20 hours per week initially**

This is a new position and may lead to additional contracted hours being required to deliver planned and new Council projects and events.

A regular review of workload and working hour requirements will be carried out

Flexibility in working hours will be required to meet the demands of the position and the ability to attend regular evening meetings is essential. Some occasional weekend working may be required.

Salary: NJC Scale 7 - 11: £20,092 - £21,748 (pro-rata) per annum

Holidays: 22 days, plus 1 concessionary day (Christmas Eve), plus public holidays – pro rata, per annum

Contract: Part-time permanent contract. Subject to successful completion of a nine month probation period, with 3 monthly review meetings.

Pension: The post holder is eligible to join the pension scheme which is provided by The Peoples Pension.

Location: Initially home-based working, with the ability to work from Burbage Millennium Hall, Britannia Road, Burbage LE10 2HF at a later date, if required by mutual agreement.
There may be a requirement to visit or work from other premises within Burbage as necessary.

Community Projects Officer – Burbage Parish Council

Main Responsibilities and Key Tasks

The Community Projects Officer will plan, co-ordinate and take a lead in implementing a programme of action that will:

- plan and co-ordinate a wide range of events and projects liaising closely with other officers of the council to ensure they meet the specific objectives and align with wider Council priorities.
- work in partnership with Council Working Parties, Task and Finish Groups, and other agencies, to deliver improvement projects and events as agreed by the Council and in line with procedural requirements, under the guidance of the Principal Officer.
- provide information and support to Members of the Parish Council and its working parties, task and finish groups and committees.
- to attend council meetings, and minute taking as required
- to assist in the development of appropriate promotional materials towards the delivery of professional events and project delivery.
- to liaise with the Responsible Financial Officer providing information to enable purchase orders and invoices to be placed where required.
- organising and utilising resources within an agreed budget set by Council
- To access additional funding or grants where possible
- to be present at events, where appropriate.
- to attend training and other events as directed by the Principal Officer.
- to carry out any other duties as appropriate to the level of the post as may be reasonably required by the Principal Officer.
- to be personally responsible for safety in accordance with Health & Safety legislation and Council Policies and Procedures.

The Parish Council reserves the right to vary the duties, within the responsibility of the grade of the post, in the light of changed circumstances. The post holder will be required to adapt to changing situations and be prepared to keep abreast of new developments affecting the delivery of these duties.