

Job description  
Community Engagement & Development Officer



Job details	
<b>Title</b>	<b>Community Engagement &amp; Development Officer</b>
<b>Post</b>	BoA – S06
<b>Contract</b>	This is a permanent, part-time contract
<b>Grade</b>	SCP 18 – 23
<b>Salary*</b>	£27,344 to £30,151 pro rata *Based on the 2022/2023 local government pay award
<b>Hours</b>	20 hours per week - including some evening and weekend work; and some work on Bank Holidays
<b>Reports to</b>	The Chief Executive & Town Clerk
<b>Additional</b>	This post requires a satisfactory DBS check

## Job description

### Community Engagement & Development Officer

#### Overview of the town – and the purpose of the role

Bradford on Avon is an historic town with a strong sense of community and identity.

One of our main aims at Bradford on Avon Town Council is to provide opportunities so people can engage with the Council.

Because by doing this, we'll create the circumstances in which everyone can contribute to the future of the town.

Working with other Officers and the Town Councillors across all areas of the Council's work, this post will:

- Support the Council's strategic aims and priorities.
- Lead on formal and informal public engagement.
- Support Bradford on Avon's community groups and volunteers.
- Lead on campaigns and smaller projects.
- Liaise with partners, including Wiltshire Council.
- Assist with the Council's communications.
- Assist with the Council's events.

We want the community to feel a sense of ownership and pride in our town - and we want them to be engaged in planning, maintaining and improving the town.

Community conversations and community outcomes are an essential part of this role.

We're looking for someone who's well organised; who's passionate about the town and about community – and someone who can flourish in a varied and challenging role.

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#### Main duties and responsibilities

- Develop and deliver an annual Town Council engagement plan.
- Lead on engagement with partners – including local businesses and community groups - to deliver the Council’s priorities.
- Monitor and report on community engagement.
- Write and present reports and recommendations for Councillors to decide on.
- Work with Officers to support the town’s volunteers.
- Provide varied opportunities for volunteering across the town – and increase the number of volunteers supporting the Council’s work.
- Work with Officers and Councillors in developing specific campaigns and projects to deliver the Council’s priorities.
- Design and deliver specific consultations and engagement to support Council projects.
- Explore innovations in public engagement to support Council decision making.
- Understanding the Council’s plans and ambitions to tackle the climate crisis and the ecological emergency.
- Assist the Communications Officer with communications.
- Assist the Tourism & Events Officer with event campaigns and promotions.

#### Relationships

An important part of the role will be establishing and nurturing productive and creative roles with:

- Members of the public
- Businesses in the town
- Community and volunteer groups
- Bradford on Avon Town Councillors - and Town Council colleagues
- Wiltshire Council
- Owners of the open spaces in the town (the Canal & River Trust, for example)
- The County Highway Authority and other access providers (rights of way on public land, for example)
- Relevant contractors

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Special conditions of the post
<ul style="list-style-type: none"><li>▪ To undertake duties at any site operated by the Town Council to include some weekends and bank holidays as required.</li><li>▪ To attend evening Council meetings as required.</li><li>▪ The post is politically restricted.</li></ul>
General information about the role – and working for the Town Council
<p>Equal Opportunities</p> <p>All employees have a responsibility to understand and abide by the obligations laid down by Bradford on Avon Town Council's Equal Opportunities Policy</p> <p>Health and Safety</p> <p>To be responsible for your own health and safety and that of anybody else who may be affected by your acts or omissions.</p> <p>To ensure that, on a day-to-day basis, work is conducted within the framework of all local and legislative health and safety guidelines and policy.</p> <p>To implement and adhere to Bradford on Avon Town Council's Health and Safety Policy and Procedures.</p> <p>Confidentiality</p> <p>The post holder is required to work in a confidential and professional manner and to uphold the good reputation of the Council.</p> <p>Eligibility to work</p> <p>In order to comply with employment legislation, the successful candidate will be asked to provide evidence of their identity in order to prove their eligibility to work in the UK.</p> <p>Undertaking other duties</p> <p>The duties and responsibilities of the post are not restrictive, and the post holder may be required to undertake other duties from time to time. Any such duties should not however, substantially change the general character of the post.</p>

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#### Person specification

##### Qualifications, knowledge, and experience

- 2 A levels or equivalent.
- Communications and engagement training.
- Experience of public engagement and community engagement.
- Experience of working with stakeholders, community groups and volunteers.
- Use of multiple campaign delivery channels for different audiences
- Awareness of the role of a Town Council in its community and within the local government environment.
- Experience of data management and producing reports.

##### Essential skills and abilities

- Excellent communication and public relation skills.
- Community engagement techniques.
- Strong information technology (I.T.) skills and social media skills.
- Able to meet deadlines and manage conflicting priorities.
- Organised, motivated, and enthusiastic - with the ability to use your own initiative and make decisions.
- A flexible and versatile approach to work – including the ability to work on your own at times - and as part of a team at other times.
- Friendly and customer focused.

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### Community Engagement & Development Officer

How to apply for this role

You can download a copy of our job application form from the Town Council website: [Current job vacancies at Bradford on Avon Town Council](#)

If you would prefer a printed copy of the form:

- Email us at [office@bradfordonavontowncouncil.gov.uk](mailto:office@bradfordonavontowncouncil.gov.uk)
- Call us on 01225 864 240
- Come in to see us at our Kingston House office

You can also call us on 01225 864 240 if you would like to have a chat about the role; and about applying for the job.

Please contact us if you have difficulties and we'll be happy to help you.

Last updated:

This job description was last updated on Monday 20 February 2023.