

St Austell Town Council

Job Description: Community & Projects Officer

Job Title:	Community & Projects Officer
Responsible to:	Deputy Town Clerk
Salary:	SCP23 - £21,693 (pro rata)
Office Base:	The Stable Block, Pondhu House, Penwinnick Road, St Austell, Cornwall, PL25 5DP

Main responsibilities

Community Projects

- i. To manage and oversee projects and events on behalf of the Council, liaising as necessary with the general public, contractors, other organisations and agencies as well as officers, staff and Members within the Town Council;
- ii. To help liaise with community and residents' groups to promote the objectives and services of the Town Council and help improve community cohesion;
- iii. To encourage greater use of the Council's parks and open spaces to address inactivity and improve the general health and wellbeing of local residents;
- iv. To work closely with providers of youth services to encourage the delivery of high quality co-ordinated youth services including a youth council;
- v. To support the Council's approaches to addressing anti-social behaviour in partnership with other organisations and agencies;
- vi. To seek grant funding, sponsorship and other resources to support projects and events and administer grant claims.

Community Liaison

- i. Encourage and support the development of Friends Groups to help maintain parks and open spaces as assets valued by the local community;
- ii. To undertake exhibitions and consultation exercises on behalf of the Council in conjunction with other officers and Members of the Town Council and representatives of other organisations as approved by the Town Council;
- iii. To assist with the development of the library as a community hub;
- iv. To help promote the activities of the Town Council within the community;

- v. To develop the Council's social media presence and help monitor and maintain an up to date vibrant and responsible social media presence;
- vi. To advise and assist community groups with regards to governance and delivery of community projects;
- vii. To lead and develop the Town Council's approach to "in bloom" initiatives in conjunction with community groups and other organisations such as Cornwall Council, SABEF and St Austell BID;
- viii. To assist with the development of the garden town vision for St Austell.

General

- i. To act as a representative of the Council as required;
- ii. To be responsible as an employee under the Health and Safety at Work Act for his/her safety at work and to take reasonable care for his/her health and safety and that of other persons who may be affected by his/her acts or omissions at work;
- iii. To attending training courses and conferences as required by the Council;
- iv. To carry out other administrative functions as necessary, including work relating to records management, health and safety and finance.
- v. To carry out such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.