

PART-TIME FIXED TERM PROJECTS AND EVENTS OFFICER

Crowthorne Parish Council

Job Reference: Projects/Events 2019

Closing Date: mid-day 16 September 2019

Proposed Interview Date: Week commencing 23 September 2019



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Applying For This Vacancy

Important note:

For clarity **this position is offered by Crowthorne Parish Council**. Several of the sources of further information which are given below are made available by Bracknell Forest Council, but any employment which may be offered will be with Crowthorne Parish Council.

Bracknell Forest Council are providing assistance to Crowthorne Parish Council with the early stages of the recruitment process in the form of the advertisement of the post and the availability of online application forms. All the shortlisting of candidates and the interviews will be completed by Crowthorne Parish Council.

Please read the information in this document carefully before you complete your application form. The closing date for applications is mid-day 16 September 2019.

You will need to make clear:

- **Why you are interested in the position**
- **What relevant skills and experience you have (refer to Job Description and Candidate Profile)**
- **The earliest date you could potentially commence employment with the Parish Council**

Please complete the online application form via the link in the advert and email it to clerk@crowthornepc.org.uk or print and complete a paper copy which should be posted to: -

The Clerk
Crowthorne Parish Council
The Morgan Centre
Wellington Road
Crowthorne
RG45 7LD

Any problems?

If you have any problems with your application, please email clerk@crowthornepc.org.uk or phone us on 01344 771251 leaving a telephone number in the message if you would prefer to be contacted by telephone.

Our preferred method of application is via email to clerk@crowthornepc.org.uk.

Dear Applicant,

Thank you very much for the interest you have shown in this post of Part Time Fixed Term Projects and Events Officer.

Crowthorne is a thriving village and civil parish, represented by ten elected Parish Councillors and two Borough Councillors, and has a current population of approximately 6,900 (2011 Census). The Crowthorne urban area spills over into the neighbouring parish of Wokingham Without to the north. However, the majority of Crowthorne is located within the Borough of Bracknell Forest located in south-eastern Berkshire and abuts the town of Sandhurst to the south.

Crowthorne is best known for Wellington College, a large Independent co-educational boarding and day school; Broadmoor Hospital, one of three maximum security psychiatric hospitals in England; and the Transport Research Laboratory, a Government Agency whose unneeded land is now being developed into a community of 1000 houses, part of a population increase in the Parish of c.3000 new residents over the next few years.

We are seeking to appoint a part time officer to aid the successful delivery of various projects and events over the coming year. Although the post is for a fixed term of one year in the first instance, if funding permits, and there are still suitable ongoing projects and events at the anniversary of appointment, the duration of the role may be extended.

The successful candidate will need to be highly organised and have a proven ability to see projects through from inception to delivery, ensuring that budgets are well managed.

Our friendly team of staff at Crowthorne Parish Council will welcome the successful applicant for the role.

We can offer the successful candidate a rewarding and a varied role at the heart of a fantastic community. Good luck with your application, we look forward to hearing from you.

Kind regards,

Cllr Bruce McKenzie-Boyle
Chairman of the Staffing Committee

Job Description



CROWTHORNE PARISH COUNCIL

FIXED TERM PROJECTS & EVENTS OFFICER (ONE YEAR)

A SIX MONTH PROBATIONARY PERIOD IS APPLICABLE TO THIS POST

Crowthorne Parish Council has an opportunity for a proactive, organised and confident individual to join our small team.

The Parish Council has a large number of projects underway to improve the amenities and services within the parish and support the development of the community and integration of the new residents at the various new housing developments into the vibrant Crowthorne community.

We also run a yearly events program which currently includes a Summer of Fun event and a Christmas lights switch on and carols event. We also support the wider community with other events in the parish each year, including Crowthorne Traders.

Role Description

- Job Summary:** To work with the Parish Clerk on a wide array of projects including: research, development, funding, costing and co-ordination of such projects and to develop and deliver the Council's events programme.
- Reports to:** Parish Clerk
- Working hours:** 15 hours per week (to be worked Monday - Friday 2pm-5pm daily) (including some occasional evening and weekend work)
- Duration:** This role is initially for a fixed term of one year but may extend beyond this period depending on funding and the extent of projects and events in process and planned on the anniversary of appointment.

Salary: Commencing at National Joint Council new scale point 9 progressing to 12 (FTE £20,344 to £21,589 pro-rated for 15 hours to £8,247.56 to £8,752.30).

Holiday leave: 22 days per annum plus Bank Holidays.

Pension: Local Government Pension Scheme.

Main Purpose of the Role

- To organise, manage and deliver various projects, in conjunction with the Parish Clerk, including CIL capital projects (Community Infrastructure Levy), long term strategy projects, short-term one off projects and long term community development projects. Work to include devising clear objectives, works plans, costings, input for proposal papers for council, liaising with contractors and delivery of agreed outcomes.
- Organise and project manage Parish Council events, in conjunction with the parish clerk. This will include negotiating with suppliers, managing operational and administrative functions, preparing event layout and organising entertainment. Attendance at the events.
- To source and apply for funding for projects, events and council activities, such as grants, sponsorships etc.
- To provide administrative support and general office cover within the Parish Office.

Principal activities

- Coordinate project management activities, resources, equipment and information
- Develop project/events action plans and set timeframes
- Assist in the preparation of contract documentation, project briefs and specifications
- Liaise with project partners and stakeholders to identify and define requirements, scope and objectives
- Help prepare budgets
- Prepare risks assessments
- Assist in the project procurement process
- Monitor project progress and handle any issues that arise
- Act as the point of contact and communicate project status to all participants

- Assist with the Issue of all appropriate legal paperwork (e.g. contracts and terms of agreement)
- Create and maintain comprehensive project documentation, plans and reports
- Contract monitoring to ensure projects are delivered on time and within budget and to quality standards
- Attend event/meetings/training at weekends as required
- Managing operational and administrative functions for events, preparing event layout, organising entertainment, negotiating and supervising suppliers, liaison with agencies such as Highways and Police.
- Promotion of Council and Community events in the press, via social media and website.
- Work in accordance with Council's Health & Safety and other policies and legislation/guidelines
- Undertake risk assessment and other associated paper work/formalities for events and attend to insurance as required, including collating evidence of Public Liability Insurance for other groups and organisations.
- Provide reports as required to relevant committee and council meetings.
- Attend relevant event/project meetings and record notes.
- Pursue funding opportunities (e.g. grants and sponsorship) and complete funding/bid applications
- Assist in preparation of Business Plans
- Community engagement – exploring innovative and effective ways to enable and encourage the local community to become more involved with the Parish
- Carry out all administrative and other duties associated with the post and council's administrative functions.

Special conditions

- Take part in any suitable training as prescribed by the Parish Council
- Any other duties which from time to time may be allocated by the Parish Clerk
- Make every effort to create a harmonious working environment
- Co-operate fully with the Council's Appraisal Scheme
- Own car and current UK driving licence as the role requires attendance at offsite meetings.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Therefore, there is the expectation that you will carry out any other reasonable duties or request from your line manager, that are in keeping with this post or as may be determined from time to time by members of the Council.

PERSON SPECIFICATION – EVENTS & PROJECTS OFFICER

	Essential	Desirable
Education		
Good standard of general education to GCSE level or equivalent (including Maths and English at grade C/5 or above)	X	
Experience and Knowledge		
Experience of working in an office/customer service environment as part	X	
Experience of dealing with a wide range of people	X	
Experience in Project development and ideally Event Management	X	
Experience in sourcing funding for projects, events and non-profit organisations	X	
Experience of budget setting and management	X	
Experience in day to day administration of websites and social media sites		X
Experience in procuring goods and services		X
Experience in supervising contractors and other third parties		X
Ability to challenge a discriminatory practice & value equality and diversity		X
Skills and Personal Qualities		
A professional and courteous manner	X	
Good interpersonal skills, including ability to relate sensitively and appropriately depending on the nature of the topic in hand	X	
Clear speaking manner (telephone and in person)	X	

Fully computer literate and able to use IT programs such as Microsoft Work, Excel and databases confidently	X
Excellent administrative and communication skills (verbal and written)	X
Ability to liaise effectively, flexibly and enthusiastically in a small team	X
Hands on and practical approach	X
Ability to manage time and workload in order to deal with tasks swiftly and effectively and to deal with several strands of enquiry concurrently	X
Own car and current UK driving licence to attend off site meetings.	X

Decisive, logical thinking with creative problem-solving ability and ability to think strategically beyond immediate daily issues	X
Ability to work on own initiative with a high level of integrity	X
Interest in and empathy with local community issues	X
Special Conditions	
Willing to attend training for the job if necessary	X
A flexible approach to working weekend and evenings to coincide with events or meetings	X

Accommodation

This position is primarily based at the Parish Office in the Morgan Centre building located on Wellington Road, Crowthorne, Berkshire, although due to the nature of the role will require the successful candidate to be a car owner and driver to attend offsite meetings with contractors, carry out risk assessments for events. etc.

There is a large public car park, located off Lower Broadmoor Road in Crowthorne which serves the Morgan Centre building and Morgan Recreation ground and is available free for staff.

Learning and Development

It is important to us that you feel confident and able to do a good job. We encourage all employees to take up a variety of learning and development opportunities that are made available. We use a formal appraisal process to identify skills gaps and personal development opportunities.

Terms and Conditions

The post is offered in line with the Local Government Green Book provisions.

The post will be offered as a Fixed Term (one year) appointment subject to satisfactory references and medical clearance.

All employees are required to undertake a probationary period of 6 months. Appointment onto the permanent staff will be subject to the successful completion of this probationary period.

Salary

The salary will be by the Green Book provisions and is dependent on qualifications and experience. The post is advertised at commencing at National Joint Council new scale point 9 progressing to 12 (FTE £20,344 to £21,589 pro-rated for 15 hours to £8,247.56 to £8,752.30).

The post is eligible for a Performance Award following on from the results of the annual appraisal.

Working Hours

Your normal working week will be 15 hours per week as detailed above.

Flexibility and the ability to work extra hours would be beneficial to cover for events and staff absence/holidays.

Holidays

Full time employees working 37 hours a week are entitled to annual holiday entitlement of 20 days plus bank holidays. Annual holiday entitlement increases with length of service (5 extra days after 5 years continuous Local Government service).

In addition, Council employees are also entitled to 2 "extra-statutory" days holiday (pro-rated for part-time employees).

The full time holiday entitlement is pro-rated for part time employees.

Pension

Crowthorne Parish Council makes available a pension scheme (LGPS) to eligible employees. Further information is available from the Finance Officer.

More About Applying

References

Please give the names and addresses of two people who will provide a reference. At least one should be from a recent employer, but references from school/colleges are also acceptable. If you give a home address for a referee, please indicate which employer or school/college they represent.

Working In The UK

You must be entitled to work in the UK before you can start work with us. If you have any doubt of your ability to work in the UK visit: <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>

Positive About People With A Disability

We guarantee an interview to all applicants with a disability who meet the essential criteria of the person specification.

To help us with our commitment to this guarantee, please indicate if you have a disability on your application form.

Equal Opportunities

We are an equal opportunities employer and are committed to providing equality of opportunity to all. Our aim is to treat all employees and prospective employees with integrity, respect and consideration.

We aim to ensure that individuals are recruited, selected, trained and promoted on the basis of ability, job requirements, skills, aptitudes and other objective criteria. In this respect we will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, sexual orientation, religion or belief, age, marital status or disability, or is disadvantaged by conditions or requirements which are not covered by legislation or existing codes of practice.

Medical Questionnaire

You may be asked about your physical ability to perform the job during interview. As a condition of the Offer of Employment, the successful applicant may be asked to complete an Occupational Health questionnaire from which our Occupational Health Advisor will assess your medical suitability to do the job. You may be required to attend a medical examination.

Rehabilitation of Offenders Act 1974

You are required to give details on the application form of all convictions and cautions, except 'spent' convictions. Any information which you give will be strictly confidential and will be considered only in relation to this or a similar position for which you may be considered with us.

You must declare any convictions which occurred in the following periods, starting from the date the sentence was passed: -

Imprisonment of 30 months or over	Must always be notified
Imprisonment of 6 - 30 months	Notify if in last 10 years
Imprisonment of 6 months or less	Notify if in last 7 years
Sentence of Borstal, Youth Custody Centre or Young Offender Institution	Notify if in last 7 years
Fine or Community Service Order	Notify if in last 5 years
Absolute Discharge	Notify if in last 6 months
Probation Order or Conditional Discharge	Notify if in last year (Or until order expires)

To find out more about the recruitment of Ex-Offenders visit <http://www.bracknell-forest.gov.uk/guidance-on-the-recruitment-of-ex-offenders.pdf>

What Happens Next To Your Application?

Following the closing date, the Parish Council will contact you by email to let you know we've received your application form and inform you of when you will be notified of the outcome of your application. Interviews will take place during week commencing 23 September 2019, actual date to be confirmed.