

## Hebden Royd Town Council

# Community Development & Communications Officer

### JOB DESCRIPTION

*The information on this job description is intended to provide the post holder with an understanding of their responsibilities and the focus of their role within Hebden Royd.*

*The job description outlines the prime objectives, duties and responsibilities briefly, as it is not possible to specify every item in detail.*

**POST TITLE:** Community Development & Communications Officer

**POST GRADE:** NJC Point 21-23 FTE £28,900 - £30,151

**HOURS:** UP to 0.6 FTE

The Town Council recognises that supporting communities and building their confidence and capacity in delivering projects and initiatives is a vital element in tackling disadvantage and achieving a more sustainable Hebden Royd.

The Community Development & Communications Officer will play a critical role in delivering this by immersing themselves within the communities and creating and supporting projects and initiatives that will deliver social, economic, cultural and environmental benefits.

The Community Development & Communications Officer will play a crucial role by improving the flow of communication between communities, the Town Council and key partners and, critically, within communities themselves.

### 1. PRIME OBJECTIVES

To support communities to raise the profile of their new and developing projects with a view to gaining greater support, community engagement and external funding.

To improve the Town Council's communication with the community and partners through more effective use of the Town Council's website and social media platforms, ensuring that the communication is two-way and that we are, as far as possible, a listening and responsive council.

To play a major role in ensuring that the successes and positive stories coming from within our communities are heard and celebrated.

To ensure that the Town Council's community engagement as well its communications are inclusive of the diverse communities in Hebden Royd including those most disadvantaged.

To support the delivery of a diverse calendar of events in Hebden Royd

To promote Hebden Royd through events, projects, initiatives and community engagement, developing, maintaining and sharing a directory of local organisations and support agencies.

To liaise with and work in partnership with the Town Council's strategic partners

## **2. SUPERVISORY RESPONSIBILITY**

Volunteers

## **3. SUPERVISION RECEIVED**

Reporting to the Town Clerk with support from Committee Chairs. Although supervised, the post holder will be expected to be self-motivated and exercise initiative using professional judgement seeking support as appropriate.

## **4. RANGE OF DECISION MAKING**

Various decisions relating to a specific task or incident on a day to day basis.  
How best to employ resources available, whilst maintaining best practice.

## **5. CONTACTS**

Hebden Royd Town Council Officers & Hebden Royd Town Councillors  
Calderdale MBC Officers & Calderdale MBC Councillors  
Residents  
Voluntary Action Calderdale, the Voluntary Sector, Community Groups & Friends Groups.  
Schools  
Members of the public  
Local Businesses & the Private sector  
Law Enforcement Agencies  
Suppliers of equipment and services  
Funding Partners  
External Government Agencies (e.g. Canal & Rivers Trust, Environment Agency)

## **6. RANGE OF DUTIES**

It must be recognised that this post is important in 'public relations' terms for the Council as an Authority. A passion for the work, personal presentation, integrity and an ability to remain calm and in control when provoked, together with a sense of humour are essential.

To plan and deliver creative and engaging consultation events and activities, to understand and gather information from a diverse range of people on local needs and issues. To monitor and manage the progress of projects through consultation, design, and implementation stages. Evaluating the outcomes to ensure objectives have been achieved.

To support residents, to lead on community projects and the development and delivery of both new and existing groups actions, services or activities to meet needs or improve services in the community.

To liaise with all stakeholders including local schools, councillors, faith groups, other community and voluntary groups and local businesses to ensure their skills, knowledge and ability to connect and support local people is fully utilised.

To promote Hebden Royd, its events and attractions, through the use of traditional and digital media.

To enhance two-way communication by utilising technology and online/digital services and by keeping the community well informed of Council proposals, act as a conduit to bring ideas or proposals from the community back to the Council

To maintain and administer clear and accessible files and records of information related to the post, including administration of the Town Council's Community Funding Grant Scheme

To actively support the work of the Town Council in achieving its objectives as set out by its committees and the council as a body.

To represent the Town Council in an informative manner, work with the general public on a daily basis.

To work with contacts respectfully and to recognise the critical importance of feelings, whilst challenging myths or prejudice with the principles, values and the relevant evidence.

To support communities to develop new and innovative ways of communicating to ensure all have the opportunity to participate in community life and decision making.

To provide information, knowledge and guidance to communities, including developing user-friendly, accessible information and infographics, to enable them to make informed choices and make a positive contribution to service delivery

To attend meetings of the Town Council and other Committees, prepare reports and associated documents for meetings working with colleagues as required.

To engage in training courses on the work of a Town Council and training relevant to the post holder's role

To undertake, implement and monitor and risk assessment procedures, as required, and to record the assessment putting in place actions to mitigate risk, when undertaking a range of activities including large scale events.

To carry out all responsibilities with due regard to health and safety legislation and relevant Town Council policies.

To carry out duties in accordance with the Town Councils equality and diversity policies and practice in terms of employment and service delivery to ensure that colleagues and service users are treated in a fair and consistent manner and that services are delivered with sensitivity to the needs of service users.

To prepare and maintain a Personal Development Plan and to attend training courses or seminars on the work and the role as required.

To undertake administrative tasks including the provision of information, reports, assessments to include minute taking as required.

To undertake duties outside normal office hours as required up to the grade and level of responsibility of the post.

To undertake such other duties as reasonably falling within the scope of the grade as may be required.