



Flitwick Town Council

Vacancy:	Community Engagement Manager
Reports to:	Town Clerk & Chief Executive
Hours:	37 hours per week
Salary:	£34,314 - £37,938 LC2 (24-28)
Probation:	6 months
Workplace:	The Rufus Centre, Steppingley Road, Flitwick, Beds, MK45 1AH
Days:	Monday – Friday and occasional evenings & weekends.
Annual leave:	26 days plus bank holidays rising to 31 days after 5 years' service
Pension:	Nest

The Role

Imagine yourself at the heart of our vibrant community, driving dynamic projects and forging meaningful connections with stakeholders. Our new Community Engagement Manager will be at the forefront of delivering vital services and organising captivating events that bring joy to our residents.

You'll lead the delivery of large-scale events like the popular Family Fun Day in June and the Christmas Lights Switch On in November, as well as targeted activities designed to engage and delight our young people during the summer holidays. You'll also champion the many community groups across the town and ensure they thrive.

You will manage the Flitwick Community Fridge and Food Hub, which aims to reduce food waste and support local people affected by the high cost of living. Since opening in January 2023, this service has expanded significantly, with a team of over 40 volunteers working seven days a week to redistribute approximately 5,000kg of surplus food each month.

Our youth provision at The Hub, which caters to young people aged 9-16, offers weekly clubs and specialist workshops. You will have the opportunity to create and implement a transformative strategy for youth engagement in the town, focusing on improving the lives of young people.

This role is your chance to make a lasting impact on Flitwick, shaping the future of community engagement and delivering exceptional outcomes for the town and its residents. You'll join a progressive team and organisation that is open to new ideas and deeply committed to making Flitwick a fantastic place to live and work.

Discover the full potential of this exciting opportunity in the detailed job description.

Working With Us

Working for FTC has many benefits including automatic enrolment to the Nest Pension Scheme, a generous annual leave allocation and staff discount in the Rendezvous Café.

The Council has a dedicated HR Committee made up of Members who ensure that the duty of care towards staff is upheld.

At FTC we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships; we embrace innovation rather than bureaucracy and we value people. Collaboration is the Flitwick Town Council way.

Please get in touch if you would like to have an informal chat about the role.

About Us

Flitwick Town Council (FTC) is a third tier local Government organisation made up of three departments in the staff team: finance and general purposes, business and community.

We proactively work on aims set within our strategy and focus on exceptional service provision whilst owning and managing The Rufus Centre, a conferencing and events venue, and the Rendezvous Café.

The Town Council is also developing a new restaurant and retail space at 3 Station Road (former Barclays Bank building). Purchased in 2021 to preserve this prime space in the town centre, as the landlord of the building, FTC will be leasing the space to commercial tenants and will be open later in 2025.

There are 17 elected Members of the Council including the Mayor, Deputy Mayor, Leader and Deputy Leader. All Members volunteer their time to represent Flitwick residents and make key decisions for the community.

Our Members have expertise in a range of areas, such as finance, business and IT, which helps the staff team with their tasks.

Currently there are four committees:

- Business Improvement & Development Board
- Community Services

- Finance & General Purposes
- HR

In addition, there are two working groups, Planning & Improvement Working Group and Environmental Working Group, which comprise of Members and residents working together to deliver the best outcomes for the town.

The Town Council's areas of responsibility include:

- The Rufus Centre
- The Rendezvous Café
- The Hub & Youth Hub
- 3 Station Road
- Community Events & Activities
- Manor Park
- Nature Park
- Millennium Park
- Hinksley Recreation Ground
- Station Road Recreation Ground
- Allotments (Station Road & Steppingley Road)
- Flitwick Burial Ground
- The Mount & Dew Pond
- 11 Play Areas
- Tractor Store
- War Memorial
- Bus Shelters