



FLITWICK TOWN COUNCIL

JOB DESCRIPTION/PERSON SPECIFICATION

Post:	Community Engagement Manager
Post No:	FTC 3
Responsible to:	Town Clerk
Responsible for:	Staff within the Community Services Team

Job Purpose

1. To manage the Community Services team to establish and maintain a positive relationship between the Council and the Community.
2. To encourage effective local community engagement.
3. To work towards a single town community, whilst celebrating diversity and individuality.
4. To be an active member of the Council's Management Team.

Main Responsibilities

1. To provide a clear direction to staff in your team and in project teams you may lead, so they understand how they contribute to the corporate aims of the organisation.
2. To manage the Community Services Team, and to contribute to corporate management through the Management Team.
3. To service and support the Community Services Committee.
4. To lead and develop the Community Fridge/Food Hub initiative in line with the Council's cost of living aims.
5. To create and deliver a strategy for the Youth Provision in Flitwick.
6. To develop and enhance the use of the Community Hub by working with local organisations/groups in Flitwick to understand their needs and lead on how the Council can assist.
7. To facilitate, broker and influence increased community involvement in the work of the Town Council via the Community Engagement Policy, involving business, the education, voluntary, community and faith sectors, uniformed services, individuals and statutory bodies to form partnerships and joint working where possible.
8. To lead on community engagement through all channels, working as appropriate with the Communications and Marketing Manager.
9. To take opportunities for developing and enhancing the civic function of the Town Council by promoting the role of the Mayoralty across the community.
10. To lead on developing and delivering community events and to liaise with the Communications and Marketing Officer on their promotion.
11. To manage, coordinate and oversee contractors working on community events, volunteers, work placements and community projects.
12. Work in partnership to develop a better health outcome for the town.
13. Look to establish and develop partnerships with the business community which support and develop the local economy.
14. Identify and implement projects that will increase income generation for the Council, and opportunities

for external funding; preparing and submitting bids.

15. Look for ways to engage with and support the more vulnerable in society and the isolated groups.
16. To manage and promote the Council's Community Grants Scheme and take the lead role in sourcing grant funding for the Council and signposting community groups to other appropriate funding sources
17. Provide advice to community groups on their constitution, organisations and role in partnerships.
18. To be the Council's lead in multi-agency approach to homelessness & housing issues in Flitwick.
19. To be the Council's accredited Safeguarding lead across all services and facilities.
20. To undertake other tasks allocated by the Council which are within the competence and capability of the post holder.



PERSON SPECIFICATION

E = Essential
D = Desirable

FACTOR	REQUIREMENT
QUALIFICATIONS	<ol style="list-style-type: none"> 1. A degree or professional qualification in a relevant subject. (D) 2. A qualification in Safeguarding and/or Equality. (D) 3. Evidence of Continual professional development. (E) 4. A management qualification (D)
EXPERIENCE E = Essential D = Desirable	<ol style="list-style-type: none"> 5. Experience of working with disadvantaged or vulnerable people (E) 6. Experience of working in the voluntary sector and community partnerships (E) 7. Experience of working in and leading multi-disciplinary teams and delivering services to customers. (E) 8. Experience of operating a local government community grant scheme and bidding for external funding(D) 9. Experience of planning, and managing projects, preferably in the public or voluntary sectors. (D) 10. Previous experience in any relevant community or social care service. (D) 11. Experience in safeguarding and DBS procedures. (E) 12. Experience of using the Microsoft suite of products. (E)
KNOWLEDGE/ SKILLS	<ol style="list-style-type: none"> 13. Detailed knowledge of the community and voluntary sector and how to engage with them (E) 14. Ability to communicate and gain support from clients, partners and visitors. (E) 15. A detailed knowledge of planning, organising, promoting and assessing success of community events. (E) 16. Project management skills. (E) 17. Awareness of environmental sustainability. (D) 18. Good ICT skills using a range of formats. (E) 19. An awareness of social inclusion matters. (E) 20. Knowledge and/or application of a range of consultation techniques. (D) 21. Ability to keep accurate records and prepare/ present performance reports. (D) 22. An understanding of cost centre account principles and ability to ascertain and predict costs and required income. (D)

	<p>23. Ability to balance conflicting demands and to find acceptable ways forward. (E)</p> <p>24. Ability to direct, motivate and develop staff. (E)</p>
Personal Style and Behaviour	<p>25. Ability to work under pressure and have a flexible approach to achieving deadlines. (E)</p> <p>26. Commitment to equal opportunities and social inclusion. (E)</p> <p>27. Flair, passion and an innovative approach to the content, organisation and promotion of events. (E)</p> <p>28. Willingness to work flexibly and outside office hours. (E)</p> <p>29. Commitment to client care, equal opportunity in employment and service delivery and safety. (E)</p>