



# CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

## COMMUNITY DEVELOPMENT OFFICER

<b>JOB TITLE:</b>	<b>COMMUNITY DEVELOPMENT OFFICER</b>	
<b>RESPONSIBLE TO:</b>	Town Clerk	
<b>RESPONSIBLE FOR:</b>	Sport Development Officer (Football) and Volunteers	
<b>PURPOSE OF POST:</b>	To work as part of the Town Council administration. Specifically, in Community Development - providing a range of the council's social initiatives, action plans and/or policies relevant to specific program areas for people who live, work or study in the Cambourne local government area. To act as the Lead officer for Public Relations, Web Site and Social Media	
	<b>Note Items in bold below</b> are delegated from the Town Clerk and become part of the role holder's responsibility	
<b>OVERALL RESPONSIBILITIES</b>		
	1	To work with the Committee Clerk and Finance/Property Clerk to deputise for the Town Clerk ensuring the efficient execution of all decisions taken by the Council and all administrative functions.
	2	<b>To notify the Clerk of issues that require the Councils attention preparing necessary reports. Relevant to their role. To assist the Clerk with the effective management of all its resources and will report to them as and when required.</b>
	3	To assist with the smooth operation of all the functions of the Town Council and to ensure that specific designated areas of work are successfully carried out.
<b>GENERAL RESPONSIBILITIES</b>		
	4	<b>To assist the Committee Clerk with burials as required.</b>
	5	<b>To notify the Clerk of issues that require the Councils attention preparing necessary reports. Relevant to their role.</b>
	6	To apply Community Development Strategies to develop and implement community initiatives utilising existing resources.
	7	To manage and co-ordinate community events and activities.
	8	To work in partnership with the local community to facilitate local participation and access to facilities and services.
	9	To encourage local creativity, vibrancy and diversity.

	10	To empower community groups to share knowledge and resources effectively.
	11	To work with local authorities and organisations to achieve community development outcomes as adopted by the Council.
	12	To develop and maintain effective communication links with residents and organisations and foster partnerships with a variety of organisations providing services and amenities in Cambourne.
	13	To provide advice and report to Council on appropriate initiatives, issues and legislation relevant to community development.
	14	To manage and implement tasks identified in the Cambourne Town Plan and other such community-wide consultations as may subsequently arise.
	15	To promote an inclusive community
	16	To be self-administrating
	17	To proactively promote Cambourne Town Council's Mission Statement.
	18	Maintain a clean and tidy working environment.

### **SPECIFIC RESPONSIBILITIES**

	19	<b>To ensure that statutory and other provisions governing or affecting the running of the Council are observed</b>
	20	<b>To seek the most advantageous purchasing terms for the Council.</b>
	21	<b>To ensure that the Council's obligations for Risk Assessment are properly met.</b>
	22	<b>To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.</b>
	23	<b>To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.</b>
	24	<b>In consultation with the Clerk draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.</b>
	25	<b>To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.</b>
	26	<b>To act as the representative of the Council as required.</b>
	27	<b>To prepare, in consultation with the Clerk and Chairman, press releases about the activities of, or decisions of, the Council.</b>
	28	<b>To ensure the proper care, security and usage of all the Council's property and equipment.</b>

	29	To take the lead and assist the Clerk with the Council's Public Relations Officer and to advise the Clerk generally and, when appropriate, Members individually, on public relations matters. To respond appropriate to requests for information and assistance.
	30	To take the lead and assist the Clerk with as the Council's Website and Social Media Officer and to advise the Council generally and, when appropriate, Members individually on Social media issues. To ensure appropriate information is made available to promote the activities of the Council.
	31	To assist the Clerk to ensure appropriate information is made available to promote the activities of the Council.
	32	To liaise with local organisations from time to time.
	33	To protect the Council's interests in all matters.
	34	To provide progress reports as required on Council activities to Committee Chairmen and/or full Council.
<b>Partnerships:</b>		
	35	Research, identify and develop relationships with community groups and Public Bodies that lead to long-term sustainable partnerships.
	36	Work within Cambourne to identify community leaders/organisations who seek involvement in developing neighbourhood / community projects.
	37	Develop innovative models to include partners in meaningful project tasks and responsibilities.
	38	Establish and maintain a database of community groups.
	39	Work with partners to assist them in building capacity, capability and autonomy.
<b>Events:</b>		
	40	Propose, manage and implement events that are in line with the Council's strategic plan.
	41	Provide leadership as the project manager.
	42	Prepare event management plans that include risk management, communication strategies, event checklist and roles and responsibilities.
	43	Co-ordinate Council resources effectively for each event and activity.
	44	Implement budget allocation for each event and activity.
	45	Prepare relevant reports regarding new and existing activities and events.
<b>Program Development:</b>		
	46	Facilitate, manage, assist and implement such actions arising from the Cambourne Town Plan and future consultations as the Council dictates.
	47	Develop viable programs and initiatives with other community-based groups that utilise existing Council assets and reflect Council priorities.
	48	Investigate and facilitate securing external funding through grants and/or sponsorship where possible.

	49	Assist in developing activities in the Council's community facilities for high priority target groups as identified by the Council.
	50	Generate a sense of ownership and empowerment by the community to develop local initiatives to benefit the local community.
	51	Arrange and/or attend such meetings as necessary with other organisations and residents with a view to furthering the Council's community development-based aims.
	52	To contribute to relevant policy development as required.
<b>Communication:</b>		
	53	Manage and implement community-wide consultations as the Council's strategic plan indicates.
	54	Produce press-releases, articles, publicity, and website content as required and co-ordinate distribution of same.
	55	Attend meetings, sometimes out of hours/weekends, presenting written and verbal reports as required.
	56	Engage the community in meaningful dialogue, including through social media, to achieve optimal community outcomes.
<b>Cambourne Youth Partnership</b>		
	57	<b>To monitor financial statements from the CYP on an annual basis to ensure our grant is being efficiently spent on youth work in Cambourne</b>
<b>OTHER DUTIES:</b>		
	58	Assisting as required at Town Council and other community functions, including - setting up and maintaining road closures and other duties that may be reasonably required. Outside normal working Hours
	59	Assisting in ensuring an effective programme of snow clearance and winter gritting is implemented. Outside normal working Hours
	60	To undertake any other appropriate duties as determined from time to time by the Town Clerk to achieve the aims and requirements of the Council including covering other posts in times of absence
	61	The Community Development Officer will be responsible, under the direction of the Town Clerk, for carrying out appraisals of the staff they are responsible for as identified in the staffing structure diagram, which is subject to periodic review.
	62	Ensuring compliance by the staff and Volunteers, as directed by the Town Clerk, on matters relating to Health and Safety at Work legislation and COSHH regulations; for discipline, timekeeping and the verification of timesheets as appropriate.
<b>Code of Conduct</b>		
	63	The Community Development Officer will be required to abide by any National Code of Conduct for Local Government Employees that may be adopted by the Council and shall at all times act in a manner such as will not bring disrepute or criticism upon the Council.

64	To conduct yourself in accordance with the Town Council's Equal Opportunities Policy and the Equalities Act 2010.
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**Town Council Properties and Land areas:**

- Village Greens at:
  - Great Cambourne.
  - Lower Cambourne
  - Upper Cambourne.
  
- The play areas and equipment within Cambourne including:
  - Great Cambourne Village Green Play Area.
  - Lower Cambourne Village Green Play Area.
  - Upper Cambourne Village Green Play Area.
  - Eco Park kick about area
  - Great Cambourne Cricket Pitch Play Area.
  - Skateboard Park.
  - Informal MUGA
  
- Buildings including their car parks, grass areas and flowerbeds thereon:
  - The Hub Community Centre.
  - Cambourne Town Office.
  - Sports Pavilion.
  - Lower Cambourne Cricket Pavilion.
  - Great Cambourne Cricket Pavilion.
  - Cambourne Sports Pavilion.
  - Bowls Pavilion.
  - Blue School.
  - Cambourne Youth Building.
  
- Sports Facilities including:
  - 3g ATP
  - Tennis Courts
  - MUGA,
  - Bowling Green
  - Sports Pitches.
  - Lower Cambourne Cricket Square and their outfield (county standard).
  - Great Cambourne Cricket Square and their outfield (county standard)
  
- Other Areas
  - Eastern Valley Country Park
  - Burial ground on the High Street.
  - Upper Cambourne Village Green Car Park.
  - Ponds and lakes.
  - Drainage ditches (keeping free flowing)
  - Green ways (including some managed for Wildlife Trust)
  - Brace Dean allotments.
  - Crow Hill allotments.
  - LAP's, POS's and open spaces the Town Council maintains under an agency basis (contract) verges, undeveloped land, schools and it becomes more and more every year and not just maintenance it can also include getting land ready for adoption, felling trees and spraying.

All other land and buildings that come into the Town Councils ownership/responsibility



# CAMBOURNE TOWN COUNCIL

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## Community Development Officer PERSON SPECIFICATION

Applicants should have the following: (E: essential, D: desirable)

- 1 Proven experience of staff supervision and successfully leading a team (E)
- 2 A full driving licence (E)
- 3 Proven experience in use of Microsoft Office (E)
- 4 The ability to regulate workload and be self-administrating(E)
- 5 Sound interpersonal skills, good listening skills, including the ability to communicate orally and in writing effectively and sensitively with elected members, other authorities or bodies and members of the public (E)
- 6 A good command of the English language and the ability to compose letters and reports, has achieved GCSE level C or higher (E)
- 7 A good mathematical ability, has achieved GCSE level C or higher (E)
- 8 The ability to work to strict deadlines and to plan work efficiently under pressure (E)
- 9 The ability to assimilate information clearly and concisely and to maintain meticulous records, including timesheets (E)
- 10 The ability to relate to and work well with colleagues and to respond to a changing environment. This might involve the need to undertake/assist with the work of other team members during periods of absence (E)
- 11 A proven record of good attendance and low uncertificated sickness (E).
- 12 Able to work flexible hours, especially evening meetings and some weekends (E)
- 13 Experience of effective public speaking (E)
- 14 Ability to work productively from home, the office and the community, as agreed, in an efficient manner (E)
- 15 Experience of working effectively with a team and on your own (E)
- 16 Ability to travel regularly in a timely manner throughout Cambourne and outside of Cambourne when required (E)
- 17 Direct Experience of organising a successful community event (E)
- 18 An understanding of community dynamics and a commitment to empowering a diverse community to establish an inclusive community (E)

- 19 Good people skills. Tact diplomacy and discretion (E).
- 20 Able to research information (E)
- 21 Ability to contribute to the aims and objectives of the Council (E)
- 22 Knowledge of law and procedures of burial grounds (D)
- 23 Knowledge of law and procedures of Health and Safety, Equalities Act 2010, Crime and Disorder, National Code of Conduct etc (E)





## CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

### Mission Statement

Cambourne Town Council will work with its residents and partners to make Cambourne a great place to live; providing an inclusive, accessible and sustainable environment; supporting and enhancing the local economy and continually reviewing and reducing its carbon footprint.

### Objectives

- To develop a Council equipped for sustainable growth,
- Putting our residents at the centre of everything we do,
- To recognise, acknowledge and support the benefits brought by the diversity of our Community,
- To build a cohesive, inclusive community,
- To be a friend to the environment,
- To promote the reduction of the carbon footprint of Cambourne
- To maintain, enhance and promote the use of Open Spaces, Footpaths, Cycle Routes, Playgrounds and Country Parks to develop the health and social wellbeing of residents,
- To continue to develop good relationships and partnerships with local authorities, public bodies, and the private and voluntary sectors.

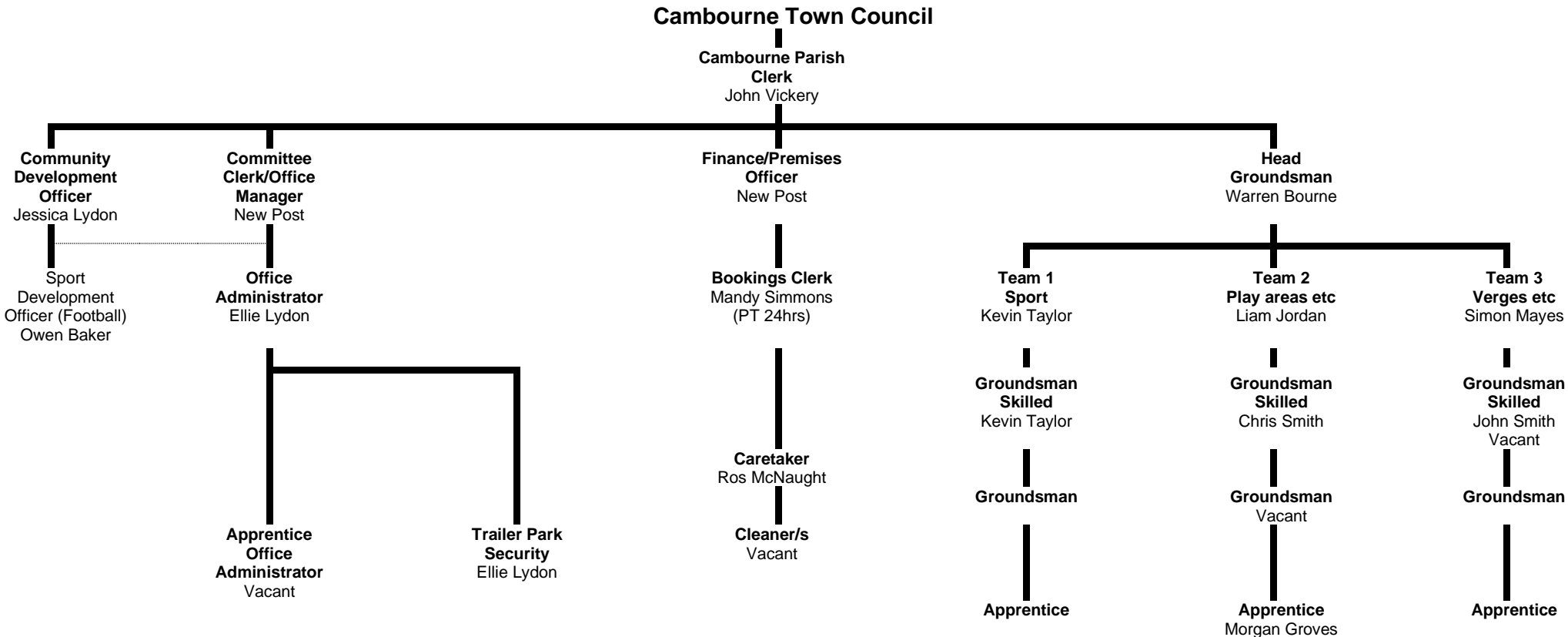
Cambourne Town Council Mission Statement  
Adopted 3<sup>rd</sup> November 2020



CAMBOURNE TOWN COUNCIL

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**Cambourne Town Council Staffing Structure 2020-21**



CTC Community Development Officer 3<sup>rd</sup> March 2020  
Adopted 3<sup>rd</sup> March.2020