

ONE VOICE WALES

JOB DESCRIPTION AND EMPLOYEE SPECIFICATION

Job Title	Pembrokeshire Community and Town Council Projects Officer	Grade / Salary	£30,000 per annum (One year fixed term post)
Reporting To	Chief Executive	Hours	37 hours per week
Direct Reports	None	Working Pattern	To be worked on a flexible basis with some evening / weekend work required

Purpose of the Role

The postholder will be required to:

- a) Raise awareness of what Community, Town and City Councils do, how to become a councillor and how to raise your ideas and issues with your local council.
- b) Promote best practice and identify opportunities to collaborate, whether geographically or thematically across partners.

Key Duties and Responsibilities

1. Engagement, Participation and Accountability

- a) Promote the role of community and town councils.
- b) Promote engagement in the sector to encourage wider representation and link in with the 'Diversity in Democracy' and 'Democratic Renewal' work streams One Voice Wales is involved in nationally with Welsh Government.
- c) Promote effective engagement and co-production approaches for C&TCs including use of ICT and social media – and compliments the emerging digitalisation work One Voice Wales is engaged in with Welsh Government.

- d) Promote the development of youth councils and youth engagement in decision making.

2. Capacity Building

- a) To share best practice on specific themes or topics eg Welsh Governments Local Places for Nature programme
- b) Develop approaches to long term planning in communities eg emerging Town Partnership model being developed through the Ministerial Towns Action Group by One Voice Wales in partnership with the WCVA
- c) Be a point of contact for all C&TC's to understand what support is available on issues not able to be addressed locally – linking into the wider support available through One Voice Wales established support providers and networks.
- d) To work with C&TC's to identify commonalities and to develop innovative and shared solutions – and to promote the work of One Voice Wales National Award-winning councils to drive improvement locally.
- e) To work with C&TC's on a pilot to create a cluster of Councils pilot or pilots (as resources allow) based on common interest and causes either on a sector or geographic/locality basis – to further the work of Welsh Government previous programmes on clustering.
- f) To support the work of existing partners coming together to provide an Induction Programme for Pembrokeshire aimed specifically at new Community and town Councillors within the county.

3. Partnership Working

- a) To be the conduit and link on common or specific issues from C&TC's with other existing networks and groups across the county (e.g. PCSN, Halls Network, Co-production group, etc)
- b) To be the conduit and link on common or specific issues from C&TC's with the key partners and their existing projects and workstreams delivering across the county, with other key agencies and organisations
- c) To support existing partners within Pembrokeshire leading on the creation of further Community Well-Being & Resilience Plans, to promote a shared vision of local needs and assets and existing delivery.
- d) To work with and support existing partners/colleagues in the promotion of asset transfers to communities – again this links to the work One Voice Wales in currently involved in via the Welsh Government Ystadau Cymru Working Group and recently launched Welsh Government research report setting out a

series of recommendations for C&TC's.

- e) To signpost and be the liaison for both clusters and individual C&TC's applying for funding to support their communities.
- f) Report to the One Voice Wales Pembrokeshire Area Committee and Pembrokeshire Public Services Board on activity and outcomes as appropriate

4. Health and Safety and Data Protection

- a) To assist in ensuring that the organisation's statutory obligations for the effective management of health and safety are met and that the health and safety policy and supporting processes and procedures are reviewed at appropriate intervals in liaison with the Deputy Chief Executive and Resources Manager.
- b) To take care of your own health and safety and ensure through training and guidance that employees are aware of their responsibilities in relation to the roles they perform.
- c) To assist in relation to organisational compliance with the provisions of data protection legislation.

4. Other

- a) To undertake other duties from time to time which are commensurate with the level and grading of the post.

EMPLOYEE SPECIFICATION

Experience/ Competencies	Essential or Desirable?	Method of Assessment
Qualifications, Experience and Education <ul style="list-style-type: none"> • Good general education • Educated to degree level or other relevant community development related qualification. • Work experience which is 	Essential	Application Form/Provision of Certificates
	Desirable	Application Form/Provision of Certificates
		Application Form/Interview

appropriate to the duties of the post	Essential	
Skills and Attributes <ul style="list-style-type: none"> • Good interpersonal and oral communication skills • Ability to communicate in the Welsh language. • Good written communication skills • Ability to organise workload with minimal supervision and meet deadlines. • Political sensitivity, tact, and diplomacy • IT skills enabling use of internet, e-mail, word processing, financial databases and spreadsheets and website administration. • Understanding of the requirements of the data protection and its application within an organisation • Awareness of health and safety legislation and its application within an organisation 	Essential Desirable Essential Essential Essential Essential Desirable Essential	Interview Application Form/Interview Application Form/Selection Test Interview Interview Selection Test/Application Form Interview Application Form
Personal Styles and Behaviours <ul style="list-style-type: none"> • A motivating and enthusiastic individual • Personality, conduct and 	Essential	Interview

<p>credibility that engages the confidence of councillors, staff, partners and stakeholders.</p>	<p>Essential</p>	<p>Interview</p>
<p>Other</p> <ul style="list-style-type: none"> • Committed to developing and keeping up to date personal knowledge level. • Prepared to attend evening meetings as required. • Full driving licence and access to a car • Willingness to travel to meetings involving occasional long distances 	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p>	<p>Interview</p> <p>Application Form</p> <p>Application Form</p> <p>Application Form</p>