

## Briefing Note

### Engagement and Partnerships Team Structure

### August 2022

**Service :** *Leisure, Culture and Communities*  
**Further Enquiries to:** *Rhys Schell, Service Manager, Engagement and Partnerships*  
**Date Prepared:** 22/08/2022  
**Direct contact:** [rhys.schell@wiltshire.gov.uk](mailto:rhys.schell@wiltshire.gov.uk)

#### Engagement and Partnerships Team

The new staffing structure for the Engagement and Partnerships team comes into place from 1 September and introduces three officer levels of support to local communities and Area Boards. Officers will work collaboratively across community areas, however, locally named contacts remain available for Councillors, partners and residents to directly engage with. The service will work with communities in an innovative and proactive way and empower them to do even more for themselves and to deliver to the Wiltshire Council Business Plan. A brief overview of the respective duties are set out below.

- **Strategic Engagement and Partnerships Manager**

The six Strategic Engagement and Partnership Managers (SEPMs) will hold overall responsibility for Area Board delivery and the development of the local Area Board work plan in conjunction with the local Councillors. The SEPMs are the main points of contact for local Councillors, strategic partners, community volunteers and leaders. Each SEPM will lead an organisational theme, which includes children and young people, equality, diversity and inclusion, the environment, economic regeneration and older and vulnerable adults, however, this is not an exhaustive list and will be reviewed regularly. The SEPMs will drive this area forwards across communities and develop exciting link ups between council services and the community to provide excellent information, insight and evidence sharing between parties.

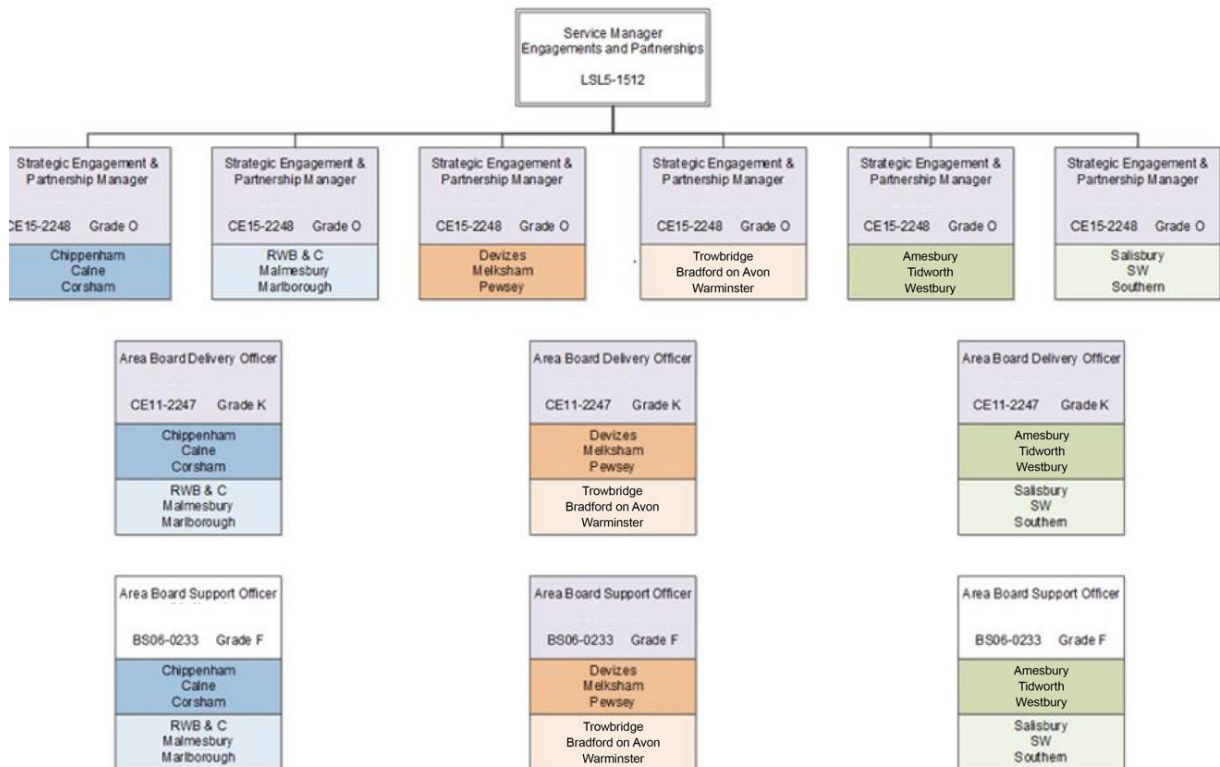
- **Area Board Delivery Officer**

Three dedicated officers that facilitate and support Area Board delivery in an innovative way. The delivery officers will build exceptional relationships with the voluntary and community sector and other key local partners to facilitate projects and initiatives that support the objectives of the Area Board work plans. They will be actively involved in Area Board business meetings, engagement activities, events and working groups to deliver exceptional local and organisational outcomes.

- **Area Board Support Officer**

Three Area Board Support Officers will oversee and effectively implement all grant funding processes. This includes eligibility assessment, reporting, payments, impact analysis, budget monitoring and audit. The Area Board Support Officers will collate and assess data on behalf of the team, facilitate regular communication through online platforms such as Our Community Matters and respond to resident enquiries. They report to the Strategic Engagement and Partnership Managers.

## Structure Visual



The post holders are as follows:

- Andrew Jack, (01225 713109 or [andrew.jack@wiltshire.gov.uk](mailto:andrew.jack@wiltshire.gov.uk)) Strategic Engagement and Partnerships Manager - Malmesbury, Marlborough, Royal Wootton Bassett and Cricklade
- Ros Griffiths, (01225 718372 or [ros.griffiths@wiltshire.gov.uk](mailto:ros.griffiths@wiltshire.gov.uk)) Strategic Engagement and Partnerships Manager - Corsham, Chippenham and Calne
- Liam Cripps, (01225 713143 or [liam.cripps@wiltshire.gov.uk](mailto:liam.cripps@wiltshire.gov.uk)) Strategic Engagement and Partnerships Manager - Bradford on Avon, Trowbridge and Warminster
- Richard Rogers, (07771547522 or [richard.rogers@wiltshire.gov.uk](mailto:richard.rogers@wiltshire.gov.uk)) Strategic Engagement and Partnerships Manager - Melksham, Devizes and Pewsey
- Graeme Morrison, (01225 713573 or [graeme.morrison@wiltshire.gov.uk](mailto:graeme.morrison@wiltshire.gov.uk)), Strategic Engagement and Partnerships Manager - Westbury, Amesbury, Tidworth
- Karen Linaker, (01722 434697 or [karen.linaker@wiltshire.gov.uk](mailto:karen.linaker@wiltshire.gov.uk)) Strategic Engagement and Partnerships Manager - South West, Salisbury, Southern Wiltshire
- David Holker, Area Board Support Officer (North)
- Catherine Russell, Area Board Support Officer (South)

The three vacant Area Board Delivery Officer roles and the central Area Board Support Officer role are currently being recruited to.

**Briefing prepared by:** Rhys Schell, Service Manager, Engagement and Partnerships

**Report Date:** 22/08/2022