

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Partnership Officer, Melksham Community Area Partnership

Scale Grade: £10-15/hour depending on experience

Hours of work: approx 60 hours/month with a maximum of 720 hours/year.

Effective Start Date: 1st December 2009

Responsible to: Melksham Community Area Partnership steering group, on behalf of the wider Partnership, and specifically the Chair of the co-ordinating group as line manager.

Job Purpose

To provide dedicated support to the Melksham Community Area Partnership including the co-ordination of information and activities, the researching of local needs and brokering of solutions to identified community need.

To engage local people and community groups in this work, through developing a public profile for the Melksham Community Area Partnership, co-ordinating participation events and encouraging the involvement of residents in the partnership and its associated issue/theme groups.

Key Responsibilities***Under the direction of the Community Area Partnership steering group:-***

1. Provide dedicated administrative support to the Melksham Community Area Partnership, and its associated groups:-
 - organise, attend and minute steering group meetings
 - organise, attend and minute periodic open partnership meetings
 - prepare agendas in conjunction with the Chair;
 - obtain, prepare, create and/or circulate other documents as required by the steering group
 - book rooms, equipment and catering if required
2. Collect information and data that will contribute to a baseline assessment of local needs and a community profile for the Melksham Community Area,
3. Identify local need and aspirations by organising community consultation and engagement events, within the market town of Melksham and its adjacent ten parishes.
4. Oversee production of a community plan based on local research and consultation.
5. Work closely with the Melksham Community Area Manager and Area Board, ensuring partnership issues are picked up by the Area Board and that actions

linked to community plan priorities are delivered through a collaborative approach.

6. Facilitate/broker solutions to issues identified in the community plan by,
 - establishing and supporting issue/theme groups
 - referring/signposting to appropriate agencies both individuals and emerging groups who are seeking to develop community led solutions
 - working with the Melksham Area Board on initiatives of a cross cutting nature or which require a collaborative style of working.
7. Co-ordinate publicity and promotional activity on behalf of the Melksham Community Area Partnership, including developing links with the local media, producing press releases and overseeing the production and ongoing updating of a website.
8. Contribute to the long-term sustainability of the Community Area Partnership by:-
 - Maintaining a broad membership base drawn from the Melksham community area's diverse communities of geography and interest.
 - Applying for core funding, as appropriate.
9. To complete other relevant administrative tasks including the provision of relevant management information, record keeping, general correspondence and report writing.
10. Undertake any other tasks as appropriate and requested by the Chair of the Co-ordinating group.

Special Conditions- This post is offered as an annual renewable contract with a four month probationary period starting at £10/hr. The salary will be reviewed at the end of the probationary period. The number of hours worked each week may vary, thus post holder should be flexible to respond to peaks and troughs of work. Work may take place during day time, evenings or at weekends. A total maximum of 720 hours can be worked in a year.

3 General

3.1 Equal Opportunities

All employees have a responsibility to understand and abide by the obligations laid down by the Melksham Community Area Partnership Equal Opportunities Policy.

3.3 Health and Safety

To be responsible for personal health and safety and that of anybody else who may be affected by the employee's acts or omissions. To ensure that on a day-to-day basis work is conducted within the framework of all local and legislative health and safety guidelines and policy.

3.4 Medical

The post is subject to meeting the level of medical fitness required of the post, and a medical questionnaire will have to be completed.

3.5 Confidentiality

The post holder is required to work in a confidential and professional manner and to uphold the good reputation of the Melksham Community Area Partnership.

3.6 Identification

In order to comply with employment legislation, the successful candidate will be asked to provide evidence of their identity in order to prove their eligibility to work.

3.7 References

It is a requirement of the contract of employment that the candidate's acceptance is supported by 2 satisfactory references.

Person Specification

ESSENTIAL	DESIRABLE
Education/Qualifications <ul style="list-style-type: none"> ➤ Minimum of 3 GCSE (or equivalent) passes at grade C, including English. 	<ul style="list-style-type: none"> ➤ Qualification in community development, regeneration or a related field
Knowledge and experience <ul style="list-style-type: none"> ➤ Experience of organising events ➤ Experience of organising and minuting meetings ➤ Experience of using word processing, spreadsheet and database applications, e-mail and the internet 	<ul style="list-style-type: none"> ➤ Knowledge and/or experience of Community Planning ➤ Knowledge and/or experience of Partnership working ➤ Knowledge of Local Government ➤ Knowledge of Voluntary & Community Sector ➤ Experience of community work, either in a paid or voluntary capacity ➤ Experience of using presentation applications e.g. Microsoft PowerPoint ➤ Experience of using desktop publishing applications e.g. Microsoft Publisher ➤ Experience of writing funding applications ➤ Website content management
Skills and Abilities <ul style="list-style-type: none"> ➤ Effective verbal and written communication skills ➤ Ability to work on own initiative with minimal supervision ➤ Ability to be well organised and to manage time effectively ➤ Ability to relate to a wide range of individuals ➤ Ability to work as part of a team 	<ul style="list-style-type: none"> ➤ Facilitation skills
Personal <ul style="list-style-type: none"> ➤ Willingness to work evenings and occasional weekends ➤ Be able to demonstrate tact, discretion, and confidentiality. ➤ Creative and enthusiastic 	<ul style="list-style-type: none"> ➤ commitment to values of partnership working e.g. open, inclusive, independent, transparent and accountable