

DRAFT WORK PLAN (KEY TASKS)

Partnership Officer, Melksham Community Area Partnership

December 2009

- Induction, set up working arrangements, IT access etc.
- Create, maintain & grow information database.
- Clerical support as duties require
- Liaison with & briefings to Steering group / theme groups / individuals as and when necessary
- Management & update of diaries/appointments for CAP organisation.
- Meet all key contacts including: steering group members, those involved in theme groups, town council and parish councils, area board councillors, police, health, fire, WFCAP (Laura Pictor), Wiltshire Council Community Area Manager (Abbi Gutierrez).
- Take minutes at first steering group meeting after AGM on 9th December.
- Agree all steering group meetings for 2009/10 and 2010/11 at steering group meeting on 9th December and book venues at locations across the community area.
- Agree a date for launch of website and help the consultation working group plan the event, including booking venues, advertising, designing and printing posters etc.
- Help CAP open a bank account and design a process for handling accounts.
- Investigate all community events where consultation could take place across the area over 2009/10 and 2010/11.
- Identify & liaise with local community groups with shared interests. Using area board community area network as a starting point for contact details of local groups, and work that Mary Jarvis has done.

January 2010

- Create, maintain & grow information database.
- Clerical support as duties require
- Liaison with & briefings to Steering group / theme groups / individuals as and when necessary
- Management & update of diaries/appointments for CAP organisation
- Identify potential funders & contacts for match-funding grant applications.
- Co-ordination of information and activities
- Researching of local needs
- Brokering of solutions to identified community need
- Assist with grant applications to community grant scheme.
- Support the consultation working group to draw up a timeline for consultation and refreshment of community plan.
- Work with Wiltshire Council to obtain statistics and data on past opinion polls and surveys necessary for a robust background to community plan.
- Support the consultation working group in designing the community questionnaire.
- Collect quotes for printing and distribution costs of community questionnaire.
- Prepare CAP update report for Area Board meeting on 3rd February. Ensure someone can attend meeting to present.
- Research community plans in other areas and facilitate discussion of how steering group would like Melksham community plan to be presented. Cost alternatives & manage logistics.

- Ensure all theme groups are aware of the area board, how to influence the agenda, and of the community grant scheme. Presentation.
- Create presentation for meetings / events, explaining CAP, principles & processes.

February 2010

- Create, maintain & grow information database.
- Clerical support as duties require
- Liaison with & briefings to Steering group / theme groups / individuals as and when necessary
- Management & update of diaries/appointments for CAP organisation
- Identify potential funders & contacts for match-funding grant applications
- Co-ordination of information and activities
- Researching of local needs
- Brokering of solutions to identified community need
- Assist with grant applications to community grant scheme.
- Prepare CAP update report for Area Board meeting on 24th March. Ensure someone can attend meeting to present.
- Design / write / edit quarterly newsletter
- Meet all key local funding contacts, as appropriate, including:
- Identify appropriate training to end May, submit to steering group for approval prior to submission to Board (as grant application).
- Liaise with Steering Group, Community Area Manager, WFCAP et al to identify work stack for Q2-Q4.

March 2010

- Create, maintain & grow information database.
- Clerical support as duties require
- Liaison with & briefings to Steering group / theme groups / individuals as and when necessary
- Management & update of diaries/appointments for CAP organisation
- Identify potential funders & contacts for match-funding grant applications
- Co-ordination of information and activities
- Researching of local needs
- Brokering of solutions to identified community need
- Assist with grant applications to community grant scheme.
- Present quarterly report to Steering Group, along with 90-day plan. Sign-off for 90-day plan from Steering Group chair.
- Prepare CAP update report for Area Board meeting on 26th May. Ensure someone can attend meeting to present.
- Publish & distribute newsletter.