

Report to	Melksham Area Board
Date of Meeting	18 <sup>th</sup> June 2014
Title of Report	Bid for Community Project Support Officer

## Purpose of Report

To request Councillors consider a Bid from Melksham Community Safety Group for Community Project Support Officer time to support the No Cold Calling Zone initiative for 35 hours and up to 12 miles travel locally (£442.90)

## Background:

At the April 2014 Community Safety Group meeting it was decided that the group should fully and promptly support the No Cold Calling Zone initiative, outlined by Sue Wilkins at the last Area Board meeting. No Cold Calling Zones help combat the problem of doorstep crime

## MAIN DUTIES & KEY RESPONSIBILITIES

The Community Project Support Officer will provide solid and consistent support to other team members and work with them to promote and develop the resilience of the project.

- Act as the first point of contact for outside callers and written and email enquiries.
- Respond to enquiries from individuals and agencies about the project, maintaining a lively relationship with stakeholders.
- Liaise orally and in writing with volunteers, charities, community workers, council staff, elected councillors, MPs, journalists, and other interested parties, ensuring all are regularly informed of project developments.
- Assist the Project Lead in creating news and publicity messages for target audiences.
- Organise meetings for various stakeholder and advisory groups, providing associated administrative support such as compiling agendas, taking and distributing minutes, arranging refreshments.
- Arrange and participate in visits to target areas and community organisations.
- Assist in the organisation of events, training and competitions.
- Collate reports for MCAP, the Area Board and other interested agencies.
- Develop evaluation and research procedures, analysing and presenting data on a regular basis in a coherent form.
- Update website content including using the Content Management System

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Appendix – CPSO BID from Community Safety Group

