

JOB DESCRIPTION

Job Title:	Town and Community Development Officer (Brackley & Towcester)		
Service:	Healthy Communities	Directorate:	Adults, Communities & Wellbeing
Post No:		Grade:	F: £26,828 - £31,250
Responsible to:	Leisure Facilities and Contracts Officer	Responsible for:	No direct reports

Key Objectives:	
1	Work with the Brackley Town Council and Towcester Town Council to develop and deliver a range of projects and initiatives to improve the market towns.
2	To represent the Council at internal and external meetings and establish relationships with local businesses, community and voluntary organisations, being the key point of contact for them with the Council.
3	To lead and coordinate management of the infrastructure, environment and public realm for the wellbeing of the town.
4	To manage the extensive budget in excess of £1m Section 106 funds associated with the Town and Community Development Officer (TCDO) role and attract external funding into the towns where appropriate.
5	Work with Economic Growth colleagues to promote and market town centres for investment, business growth and increased visitors.
Principal Duties and Responsibilities:	
1	To support the Healthy Communities Manager (HCM) and Leisure Facilities and Contracts Officer (LFCO) in providing the Council with specialist advice in relation to the service area to enable senior managers and members to make informed decisions about operational and policy matters.
2	To work with the Brackley Town Council and Towcester Town Council and a wide variety of partners to develop and deliver a programme of projects and initiatives to improve the market towns relating to retail, tourism, transport and community facilities and services.
3	To prepare reports for senior officers at the Council, Members, Town Councils, committees, businesses and other bodies as necessary.
4	To lead and coordinate management of the infrastructure, environment and public realm, contributing to the Councils priorities for creating healthy and safe communities and ensuring the market towns are fit for the future.
5	To maximize opportunities through partnership working to develop and support the delivery of local events and cultural activities to contribute towards the economy of the town centres, tourism and community cohesion.
6	Identify opportunities to develop partnership projects to enhance the towns and maximize the public amenity and the appeal of the towns.
7	Lead delivery of the Council's initiative of bringing empty properties (retail & residential) back into use working with the local authority housing team, estate agents and landlords to facilitate their

	beneficial reuse.
8	Working with local authority economic growth colleagues, shop owners and landlords to promote shop front improvement schemes to upgrade property frontage and ensure maintenance is undertaken on a regular basis to maintain appropriate aesthetics in keeping with town centres.
9	To manage the significant budget in excess of £1m associated with the TCDO role and work with Planning Colleagues regarding other Section 106 contributions relating to the market towns.
10	To lead on and maximize funding into the towns for environmental and infrastructure improvements and for cultural events and activities, provide support and advice to local organisations on funding availability, developing bids/applications and on sustainable practice to maintain and extend opportunities.
11	Prepare and lead delivery of an active marketing strategy for the town centres maximising opportunities for investment, business growth and increased visitors to town centres.
12	Manage the production of relevant promotional materials to corporate standards and produce press releases and website updates in liaison with the town councils and local authority Communications Team.
13	Any other duties as required within the nature of the post.

PERSON SPECIFICATION

	Essential		Desirable	
Qualifications	1	Good general standard of education.	1	Educated to HND/Degree level in an appropriate qualification
	2	Full driving licence.		
	3	Evidence of continuous professional development.		
Experience	4	Substantial experience of working with local businesses, community and voluntary organisations		
	5	Substantial experience of working with a wide cross section of people and developing and sustaining successful partnerships.		
	6	Experience of reviewing / contributing to and writing strategic documents	2	Experience of report writing
	7	Experience of managing budgets and reporting on performance		
	8	Experience of managing projects, their development and delivery.		
	9	Experience of working with Councillors and at a senior management level		
	Knowledge	10	Knowledge and understanding of how Local Government works	3
11		In depth understanding of the wide-ranging needs of the local community.	4	Working knowledge of the District.
12		Equalities and Diversity.		
13		Knowledge of the business sector including relevant national policy and funding issues.	5	Wider knowledge of funding streams.

Skills	14	IT skills – managing complex spreadsheets; word processing; presentations.		
	15	Good budget management and monitoring.		
	16	Range of marketing, promotion and public relations skills		
	17	Good communication skills across a range of audiences and good networker.	6	Negotiating skills
Other requirements / circumstances / aptitudes	18	Able to manage own time, priorities and work to deadlines.	7	Confident, diplomatic, tactful
	19	Ability to self-motivate and work flexibly.		
	20	Must have access to own transport and be able to work evenings and weekends.		
Safeguarding children, young people and vulnerable adults	21	Fully understands their role in the context of safeguarding children, young people and vulnerable adults.		
	22	Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults.		
Job Description and Person Specification created/updated by:				
Healthy Communities Manager			in:	July 2021