

Job Description

POST TITLE	Civic and Community Engagement Officer	POST NO:	PO3020
SERVICE UNIT	Policy and Engagement	GRADE:	6
JOB EVALUATION	A2115	JOB FAMILY	If applicable
RESPONSIBLE TO:	Community Engagement Manager		
RESPONSIBLE FOR:	None		
LOCATION	Burnley Town Hall	STATUS	Staff

Job Purpose

To work with the Mayor and other Civic Dignitaries to manage the diaries and deliver a programme of projects, events, ceremonies, civic functions and public engagements.

To work at a local level to develop, deliver and coordinate a community engagement programme for and with local communities across the borough to encourage discussions between the Council and communities.

Main Duties and Responsibilities:

Civic Duties

1. To have on-going dialogue with each Mayor to understand their aspirations, cultural needs and special requests for their Mayoral year and events, and to advise the Mayor on relevant protocols and practices relating to their mayoral duties.
2. Manage the diary of engagements on behalf of the Mayor and other civic dignitaries in accordance with unit procedures.
3. To organise a wide range of civic events and ceremonies from inception to completion. Varying in scale and in co-ordination with external organisations and agencies as necessary, and to attend civic functions, as required.
4. Ensure that relevant and comprehensive briefing notes and correspondence are provided to the Mayor and civic dignitaries for all events that they may be required to attend on behalf of the council.
5. Work in partnership and help build and maintain strong working relationships with the Civic Officer, responsible for the Mayor, other officers and council departments, council members, civic dignitaries and

stakeholders both internally and externally for the effective delivery of corporate and major civic events.

6. To advise and support the Mayor in writing speeches.
7. Work with the Communications Team to design, maintain and execute a communications plan which enhances the profile of the Mayor and the Council.

Community Engagement

8. To assist in the delivery of the annual community engagement initiatives and work programmes.
9. Work with residents, community organisations and the VCSE to identify new opportunities for community-led activities such as health and wellbeing initiatives.
10. Work with community centres to promote community ownership/management and support them to hold events specific to their needs.
11. Support elected members to deliver community engagement activities.
12. Support the Head of Policy and Engagement to organise ministerial events.

General

13. Ensure the required health and safety arrangements are in place for all events.
14. To process invoices, initiate payments, accept purchase order, and manage those budgets assigned to the role.
15. To act as the lead officer and service the Management Team/Trade Union meetings, including taking minutes.
16. When required to prepare the agenda and/or minutes for Policy Board and Management meetings.
17. To provide the Elections team with administrative support during election periods, as required.
18. To attend training identified as necessary to undertake current and future job requirements.
19. To undertake such other duties as may be required from time-to-time and which are commensurate with the salary grading of the post.

Health & Safety

Employees are required to work with their employer to ensure a working environment which is safe and without risks to the health, safety and welfare of employees, and others who may be affected, in accordance with the Health and Safety at Work Act, associated regulations and the Corporate Health and Safety Policy.

FOOTNOTE

This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.

Equality Act 2010

If you are a disabled applicant or an employee who has become disabled and this will affect your ability to do any of the above duties the Council will consider making some changes it thinks are reasonable.

Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the Job Description.

Prepared by:

Date: August 2024

Postholder:

Date of issue:

Person Specification

POST: Civic and Community Engagement Officer	GRADE: 6
DIRECTORATE: Chief Executive	POST NO: PO3020

Selection Criteria:	Essential/ Desirable E/D	Means of Assessment: Application/Interview/ Presentation/Test/ Production of Certificate A/I/P/T/C
QUALIFICATIONS/KNOWLEDGE		
1. 3 GCSE passes at Grade C or equivalent inc. Maths & English.	E	A/C
2. Understanding of the practical and political issues resulting from the Mayor and Cabinet model	E	A/I
3. Awareness of the implications of working in a political environment	E	A/I
EXPERIENCE		
4 Experience of organising and delivering from inception to end civic/community or other events.	E	A
5 Experience of working with council members, MPs or members of the public	E	A
SKILLS		
6 Persuasive written and verbal communication skills, able to act with sensitivity and tact, to inform, advise and persuade, and have the confidence and ability to deal with a wide range of people and situations	E	A/I
7 Ability to work in a confidential environment, using a high level of discretion	E	A/I

Selection Criteria:	Essential/ Desirable E/D	Means of Assessment: Application/Interview/ Presentation/Test/ Production of Certificate A/I/P/T/C
8 Ability to manage budgets and negotiate prices.	E	A/I
9 Ability to work on own initiative and be responsible for specific projects/events from inception to end.	E	A/I
10. Ability to deal diplomatically with difficult situations and individuals	E	A/I
11. Exceptional organisational skills with a good presentation style	E	A/I
12. Ability to work under pressure, prioritise work tasks, delivering to budget and schedule.	E	A/I
13. Good range of IT skills	E	A/I
14. Ability to work as part of a team and collaborate across a wide range of internal and external contacts	E	A/I
OTHER		
15. To attend evening meetings and work outside normal office hours	E	A/I
16. A full clean driver's licence and use of a car for work purposes	E	A/I
The Burnley Way		
<p>Burnley employees are expected to be role models the organisation's TEAM values and behaviours which are: Together, Enterprising, Ambitious and Meeting Customer Needs.</p> <p>Our organisational leaders and managers are expected to strive to create a culture of openness and trust, where people are led and managed in line with TEAM values acting as role models for working collaboratively to drive efficiency and service improvements in order to deliver the Council's vision and objectives.</p> <p>Further details are contained in the Behaviour Framework</p>		