

Job Description

Place Plan Facilitator

Point: Pt 26 to 29 (£30,451 to £32,910)(GO7)

Location: Abergele Town Council

Responsible for: no Staff

Responsible to: Town Clerk and RFO

Job Purpose

- To oversee the development and implementation of the Abergele Place Plan and to coordinate the delivery of Projects identified within the town;
- To coordinate local community engagement and consultation on Projects that contribute to the future development and well-being of Abergele and surrounding area;
- To support thematic groups with development and co-delivery;
- To seek updates from other partners linking into the Place Plan Strategy from public transport, libraries, open space, children's play space, cycle ways, education, economic prosperity, town centre improvements, housing needs, tourism and leisure, in addition to protecting key cultural and natural assets in Abergele.
- To maintain the website and social media for the Town Council ensuring that the Town Council, Community and Businesses have a presence.

Duties and Responsibilities - Job Specific

- To co-ordinate and monitor the operational delivery of the portfolio of projects that form the Place Plan, as identified in the Place Plan Framework and the Place Plan Strategy. The Officer would need to become familiar with the themes within the Strategy, and able to provide updates to the Committee.
- To annually review the Place Plan Framework and update accordingly
- To fundraise for specific projects and activities by bidding and obtaining funding for Council and community based services and activities. This will also involve assisting community groups to apply for funding to promote their on-going sustainability and to build general capacity.
- To ensure the local community are engaged and consulted in an accessible and visible way on all developments that contribute to the Place Plan.
- To assist Town Council, Place Plan Committee and Advisory Groups with identifying funding opportunities and producing funding applications.
- To monitor the progress of the implementation of appropriate projects focussing on funding applications, operational delivery, financial management and achievement of agreed targets and outputs identified in the strategy document.
- To provide regular written updates and reports to the Place Plan Committee, Advisory Groups, Key Partners and other stakeholder groups as appropriate. (Presenting formal information in a timely fashion and in an accessible format).

- To provide the administration support to facilitate and support meetings of the Place Plan Committee, Advisory Groups, Project teams as required, attending meetings, ensuring that minutes are taken correctly and that agreed actions are implemented in a timely manner by the relevant individual(s) / organisations.
- To liaise with all partner organisations, community groups, and statutory advisors so as to ensure an inclusive and holistic approach to achieving key objectives.
- To ensure that records are updated, maintained and organised in line with Town Council Standing Orders and Financial Regulations.
- To liaise with various partner organisations to ensure the Place Plan Committee is a key partner and recognised provider of local knowledge and expertise.
- To act as the local point of contact of the Place Plan in all day-to-day situations, providing at all times an accessible, professional image to represent the initiative in a positive manner, promoting its work to the public, Press and stakeholders.
- Organising community events, services and activities and to publish information in respect of same.
- Provide community development support services to all Place Plan representatives to assist them with their roles in responding to the needs and views of citizens.
- Linking the Town Council's strategic aims and core values to local community needs and aspirations.
- To provide day-to-day guidance and support to the Town Council.
- To maintain the day to day running of the Town Council's website, using CMS platform including any social media accounts i.e. Facebook, Twitter, Instagram etc.

Duties and Responsibilities

To be responsible for establishing good working relationships both internally and externally.

Compliance with the Policies and Procedures and to make known any areas which are not adequately covered.

To participate actively in supporting the principles and practices of equality of opportunity as laid down within the Equal Opportunities Policy.

To be responsible for the application of Health & Safety practices within the daily operations, sharing a common responsibility for Health & Safety across the Town Council.

Review Date/Right to Vary

This job description is not intended to be an exhaustive list of duties. The Council reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the service.

HOURS OF DUTY: 37 hours per week

You will be required to work 37 hours per week, whilst it is anticipated these will mainly be worked Monday to Friday due to the nature of the role you will likely need to work during the evening or at weekends on occasions. Any additional hours accrued may be claimed as time off in lieu.

Knowledge & Skills	<ul style="list-style-type: none"> • Educated to Graduate/NVQ level 5 standard 	AF	D
	<ul style="list-style-type: none"> • Experience in managing community facing projects 	AF/I	E
	<ul style="list-style-type: none"> • Proven ability to communicate clearly and effectively, both verbally and in writing including report writing 	AF/I	E
	<ul style="list-style-type: none"> • Ability to present complex information to a variety of audiences using a variety of media 	AF/I	E
	<ul style="list-style-type: none"> • Written or spoken Welsh would be an advantage 	AF/I	E
	<ul style="list-style-type: none"> • Comprehensive knowledge of IT systems, specifically Microsoft 	AF/I	E
	<ul style="list-style-type: none"> • Ability to work to deadlines and prioritise workload 	AF/I	D
	<ul style="list-style-type: none"> • Experience of working with websites and social media platforms 	AF/I	D
Supervision & Management	<ul style="list-style-type: none"> • Ability to work in multi-agency Task Groups and Committees 	AF/I	E
	<ul style="list-style-type: none"> • Track record of managing projects and organisational change in the public sector 	AF/I	E

	<ul style="list-style-type: none"> • Experience of running meetings with individuals at a variety of levels within a variety of organisations • Experience of managing Project Teams 	AF/I AF/I	D E
Creativity & Innovation	<ul style="list-style-type: none"> • Ability to develop solutions to problems and issues that arise during project development and delivery • Ability to apply project management techniques across a range of situations • Ability to negotiate and influence • Ability to plan and to organise project related tasks and activities • Ability to design, manage and review complex Access/SQL databases. 	AF/I AF/I AF/I AF/I AF/I	E E E E E
Contacts & Relationships	<ul style="list-style-type: none"> • Ability to work across organisational boundaries and in varying organisational cultures • Ability to work as part of a team 	AF/I AF/R	E E
Decisions/ Recommendations	<ul style="list-style-type: none"> • Ability to work on own initiative • Enthusiastic and highly motivated • Ability to confidently present potentially contentious recommendations to a variety of audiences 	AF/R AF/I/R AF/I	E E E
Resources	<ul style="list-style-type: none"> • Experience of managing budgets 	AF	E
Physical Demands	<ul style="list-style-type: none"> • Ability to attend meetings / appointments as necessary to fulfil the requirements of the post 	I	E