

# Project Management & Funding Officer

## Job Description and Person Specification

<b>Perm/contract:</b> 3-year contract (can be extended subject to funding)	<b>Reports to:</b> Town Clerk and RFO	<b>Salary:</b> £34,834-£37,336
<b>Location:</b> Abergele Town Council Offices, Llanddulas Road, Abergele.	<b>Hours:</b> Full time, 37hrs / week (with occasional out of hours)	<b>Other:</b> NJC Scale point 26-29

### About Abergele Town Council

Abergele Town Council is a dynamic and forward-thinking organisation that is absolutely committed to providing a democratic voice for the communities of Abergele. We are proud to have been one of the first Town Councils in Wales to adopt a Place Plan as a framework to develop projects that will benefit the local community – for more information see: <https://abergelepensarn.co.uk/we-love/future>

### About the role

We are looking for an enthusiastic individual with a passion for community engagement to help drive forward the aspirations and projects identified in our Place Plan. Supporting groups of town councillors and community representatives organised by the themes identified in the plan, the role will require pro-active engagement of local stakeholders to help develop and secure funding for a variety of town improvement projects.

### Responsibilities

- Developing, co-ordinating and monitoring a portfolio of projects identified in the plan.
- Reviewing and updating the Place Plan framework, including ongoing engagement of the community in the Plan, its activities and projects.
- Identifying funding opportunities, preparing bids and securing funding for Council and community-based services and activities.
- Supporting community groups to apply for funding and administer projects.
- Facilitating collaboration with key stakeholders, partner organisations and statutory advisors.
- Supporting and acting as an advisor to meetings of the Place Plan Committee, Advisory Groups and Project Teams.
- Maintaining the day-to-day running of the Town Council's website and Social Media Platforms



## Duties and Accountabilities

- 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.

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.

## Person Specification

Assessment methods: AF = Application Form, I = Interview, R = References

Requirements: E = Essential, D = Desirable

<u>Area</u>	<u>Criteria</u>	<u>Assessment</u>	<u>Required</u>
Knowledge & Skills	Educated to Graduate/NVQ level 5 standard	AF	D
	Experience in managing community facing projects	AF/I	E
	Proven ability to communicate clearly and effectively, both verbally and in writing including report writing	AF/I	E
	Ability to present complex information to a variety of audiences using a variety of media	AF/I	E
	Written or spoken Welsh would be an advantage	AF/I	D
	Comprehensive knowledge of IT systems, specifically Microsoft	AF/I	D
	Ability to work to deadlines and prioritise workload	AF/I	E
	Experience of working with websites and social media platforms	AF/I	E
Supervision & Management	Ability to work in multi-agency Task Groups and Committees	AF/I	E
	Track record of managing projects and organisational change in the public sector	AF/I	E
	Experience of running meetings with individuals at a variety of levels within a variety of organisations	AF/I	D
	Experience of managing Project Teams	AF/I	E



<u>Area</u>	<u>Criteria</u>	<u>Assessment</u>	<u>Required</u>
<b>Creativity &amp; Innovation</b>	Ability to develop solutions to problems and issues that arise during project development and delivery	AF/I	E
	Ability to apply project management techniques across a range of situations	AF/I	E
	Ability to negotiate and influence	AF/I	E
	Ability to plan and to organise project related tasks and activities	AF/I	E
	Ability to design, manage and review complex Access/SQL databases.	AF/I	E
<b>Contacts &amp; Relationships</b>	Ability to work across organisational boundaries and in varying organisational cultures	AF/I	E
	Ability to work as part of a team	AF/R	E
<b>Decisions/ Recommendations</b>	Ability to work on own initiative	AF/R	E
	Enthusiastic and highly motivated	AF/I/R	E
	Ability to confidently present potentially contentious recommendations to a variety of audiences	AF/I	E
<b>Resources</b>	Experience of managing budgets	AF	E
<b>Physical Demands</b>	Ability to attend meetings / appointments as necessary to fulfil the requirements of the post	I	E

## Further information

For an informal discussion about the role, please contact The Town Clerk - Mandy Evans, on 01745 833242 or email [clerk@abergeletowncouncil.gov.wales](mailto:clerk@abergeletowncouncil.gov.wales)

To apply, complete the application form available at [Abergele | Abergele Town Council News \(abergelepensarn.co.uk\)](http://Abergele|AbergeleTownCouncilNews.abergelepensarn.co.uk) and forward to the email above or to the Town Hall, Llanddulas Road, Abergele LL22 7BT FAO The Town Clerk

All applications must be submitted by [X DATE X TIME]

