



## JOB DESCRIPTION

<b>POST</b>	COMMUNITY DEVELOPMENT OFFICER	<b>SALARY</b>	£18,782
<b>REPORTING</b>	TOWN CLERK	<b>WEEKLY HOURS</b>	30
<b>EMPLOYER</b>	VENTNOR TOWN COUNCIL	<b>LEAVE</b>	28 DAYS
<b>PURPOSE</b>	LEADERSHIP OF THE TOWN COUNCIL'S COMMUNITY DEVELOPMENT STRAND		

### KEY TASKS

- 1) To lead the development of the two new community facilities in Salisbury Gardens' Green Room and Ventnor Central
- 2) To advise the Town Clerk and the Community Development Working Group on the development and implementation of the Town Council's Community Engagement Strategy
- 3) To contribute to the development of the Town Council's involvement in the Department for Communities & Local Government's Our Place programme and the production of a Strategic Plan to which it will lead
- 4) To develop and support voluntary organisations contributing the to the Town Council's Regeneration Agenda
- 5) To network collaboratively with agencies relevant to the development of Ventnor's communities
- 6) To work with the staff team in sourcing potential funding streams related to the Town Council's work and assist in the preparation and submission of applications to them
- 7) To line manage the Youth Opportunities Officer post
- 8) To manage the continuing development of Ventnor Timebank and its move towards sustainability
- 9) To assist the Town's third sector organisations in accessing funding streams related to their capacity and commitments
- 10) To advise the Town Clerk and core staff team about developments in Community Development theory and practice and ensure shared awareness of innovative and creative examples of good practice elsewhere
- 11) To prepare reports, documents, briefings and presentations as required

### RELATED TASKS

- 12) To adhere to the requirements of the Data Protection Act in respect of confidentiality and disclosure of data
- 13) To comply with Ventnor Town Council's Equal Opportunities Policy and apply it at all times
- 14) To carry out such other duties as may occasionally be required by the Town Clerk in line with the objectives of the post and Ventnor Town Council