

**NEWCASTLE-UNDER-LYME BOROUGH COUNCIL**

**JOB DESCRIPTION**

<b>Job Title</b>	Community Officer		
<b>Service:</b>	Neighbourhood	<b>Post No:</b>	EE
<b>Grade:</b>	6	<b>Date of Issue:</b>	April 2023
<b>Reporting To:</b>	Community Development Officer		

**Main Purpose of the Job:**

To assist with the development, organisational, administration and co-ordination of the National, Regional, and local Britain in Bloom competitions. To assist the Community Development Officer in the development and support of community groups and co-ordination of projects. To carry out other administration duties relating to other events to be staged and competitions entered in relation to Britain in Bloom, associated campaigns and Community support.

**Main Tasks/Duties/Responsibilities**

1. To co-ordinate the Borough's entry into the National and Regional Britain in Bloom competition. To assist with the co-ordination of all local competitions associated with the campaign. To co-ordinate other related events or competitions the Council decides to organise or participate in.
2. To research / analyse information to compile press releases and to prepare speeches for set events and to respond to complaints / enquiries in relation to the Britain in Bloom campaign and other events or competitions. To produce promotional material in connection with Bloom and other linked initiatives.
3. To seek and gain sponsorship for all aspects of the Britain in Bloom campaign and other related initiatives, events or competitions. To compile costs and other information as required linked to the Bloom, general Community work and other events as required, ensuring that costs are within budgets.
4. To provide public advice and information regarding facilities available for use with community / environmental groups, and other agencies / partnerships links. To engage with community groups and provide advice and guidance in relation to projects and support in the delivery of community projects. To provide advice and process applications for the community run events within the borough.

5. To advise, support and encourage community participation in the management and promotion of the local natural environment and sustainability within the natural environment. To support the delivery of the allotments service.
6. To respond to complaints / enquires related to the Parks and Open Spaces Service, replying by letter, email or telephone as appropriate and in accordance with the Council's response times
7. To undertake all administration and general clerical duties connected with the work of promoting and organising the Britain in Bloom campaign and other events, competitions and support of community groups. Support the preparation, collation and management of performance.

### **Occasional Tasks/Duties/Responsibilities**

1. To attend meetings out of the office / out of normal working hours to take minutes, as and when required.

### **General**

1. To be aware of and carry out your responsibilities under the Council's Policy and Guidance relating to Safeguarding Children and Vulnerable Adults.
2. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety policy and procedures as they relate to the duties and responsibilities of the post.
3. To be proactive in personal and professional development, updating knowledge and skills by appropriate means as agreed annually through the Council's Performance Appraisal Scheme.
4. To maintain awareness of risks and incorporate these into the formal risk management process and also to control the risks inherent in your job and report any risk concerns to your manager.
5. To produce any performance information required in a reliable, timely and accurate way, in accordance with the Council's Data Quality Policy.
6. To be aware of and adhere to the Council's Equal Opportunities Policy.
7. To undertake any other duties as may be reasonably allocated to the postholder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the Equality Act).

**This job description is not exhaustive providing an indication only of the scope and length of the main duties and responsibilities to be undertaken by the postholder and may be subject to amendment or alteration. It may be changed from time to time to meet changing circumstances and does not form part of your contract of employment.**

### **Disclosure of Criminal Convictions**

Due to the nature of the duties associated with this post, it is considered to be covered by the Rehabilitation of Offenders Exemptions Order 1975 (as amended) and is a Regulated Position as defined by the Criminal Justice and Courts Services Act 2000.

If you are offered appointment to this post, you will be required to obtain an Enhanced Disclosure from the Criminal Records Bureau. This will include details of cautions, reprimands or final warnings, as well as convictions.