



Job Description – Town Councillor

Job Title:	Town Councillor
Responsible to:	Bletchley and Fenny Stratford Town Council and its electors
Responsible for:	Effective leadership to foster the best interests of Bletchley and Fenny Stratford and its people
Job Purpose:	<ol style="list-style-type: none">i To represent the views of all the people who live and work in Bletchley and Fenny Stratfordii To promote the economic, social and environmental well-being of Bletchley and Fenny Stratford through the activities of the Town Council
Main Duties and Responsibilities:	<ul style="list-style-type: none">• To participate fully in the formation and scrutiny of the Town Council's policies, budgets, strategies, service delivery and adopted business plans• To ensure, with other councillors, that the Town Council is properly managed• To be accountable to the public by providing accurate information about council activities and explaining decisions and policies• To keep up to date with significant developments affecting the Town Council at local, regional and national levels.• To represent effectively the interests of the whole community of Bletchley and Fenny Stratford but also the ward for which the Councillor is elected and deal with residents' enquiries, representations and complaints• To represent the whole electorate; ie to listen and then represent the views of the whole community when discussing council business and working with outside bodies• To take an active part in the Town Council's arrangements to engage with the community, to build community capacity and encourage local involvement in developing the community and the area• To attend all Town Council meetings (including meetings of committees to which the Councillor has been elected) unless absence if unavoidable• To prepare for meetings by reading reports in advance and being properly informed about the issues to be discussed including gathering community views on these issues• To participate fully in meetings and form sound judgements based on what is best for the community and then abide by majority decisions• To attend and fully participate in councillor training provided by the Town Council internally and via outside bodies• To represent the Town Council on outside bodies to which the Councillor is appointed taking care to promote the Town Council's resolved positions and agreed policies where known• To maintain high ethical standards and proper behaviour as an elected representative of the people and to comply with legislation and the adopted codes of conduct• To contribute constructively to open government and the democratic process and to promote transparency and access to information where appropriate• To uphold the Town Council's Standing Orders and ethical standards (ensuring that the impartiality of council staff is not compromised)

Town Councillor Person Specification		
Competency	Essential	Desirable
Knowledge and experience	<p>Knowledge and understanding of the local community and current local affairs</p> <p>Proven experience of working with the local community eg through schools, community groups, residents' associations, local charities etc</p>	<p>Experience of working with or for a public body such as a local authority</p> <p>Knowledge of system of local government and the democratic process</p> <p>Experience of committee work and collective decision making</p>
Skills, aptitude and abilities	<p>Numeracy and literacy skills</p> <p>Good communication and interpersonal skills including active listening skills and ability to explain and justify decisions</p> <p>Basic computer literacy skills including use of email, social media platforms and</p> <p>Ability to interpret information objectively and make balanced decisions taking into account opposing views and then justify decisions made</p> <p>Good team player</p> <p>Enthusiasm, interest and energy for the role of Town Councillor</p>	<p>Ability to set and monitor budgets and understand financial reports</p> <p>Presentation/public speaking skills</p>
Capacity	<p>Able to attend evening council meetings on a regular basis</p> <p>Capacity to attend community events at evenings and weekends</p> <p>Capacity and willingness to attend training</p> <p>Sufficient time to undertake the role of Town Councillor</p>	<p>Capacity to attend day time training, meetings and community events</p>