

Community Events and Support Services Officer Application Pack





BLETCHLEY AND FENNY STRATFORD TOWN COUNCIL JOB VACANCY

Community Events and Support Services Officer - Salary Grade SCP 24 - 28

£31,099 - £34,273 (depending on experience)

Bletchley and Fenny Stratford Town Council is looking to appoint a motivated and high performing individual to take on the role of Community Events and Support Services Officer.

The town council planned and delivered 10 exciting community events and specialist markets in 2022 and intend to build on this success by repeating the programme for 2023.

The Community Events and Support Services Officer will report to the Support Services Manager and will:


- deliver the town council's community engagement and events programme
- report on post event analysis for the Community Committee and attend meetings as required
- support the development and delivery of new council services
- contribute towards the maintenance of social media channels, website and marketing communications and activities
- maintain the town council's support services and administration
- nurture relationships with local community groups and partners

In return you will receive a competitive salary, enrolment into the local government pension scheme and a generous annual leave entitlement.

If you would like to know more about this role then please see below for the full job description and person specification or you can contact John Fairclough (Support Services Manager) on 01908 649469.

The application form is at the bottom of this pack and the deadline for applications is Monday 23 January 2023 at 5pm.



	
Job Title	Community Events and Support Services Officer
Reporting to	Support Services Manager (SSM)
Purpose of role	To work with the Support Services Manager <ul style="list-style-type: none"> • to deliver the town council's community engagement and events programme • to support the development and delivery of new council services • to maintain the council's support services and administration
SCP Range	SCP 24-28 (£31,099 - £34,273)
Hours of work	Full time (37 Hours)
Place of work	Sycamore House, Drayton Road, Bletchley MK2 3RR but role includes working at all town council premises and other locations within the town as required

Principal responsibilities	
	Engagement and Events
1	To promote the community development and public engagement work of Bletchley and Fenny Stratford Town Council in accordance with the town council's adopted strategic plan and community engagement strategy
2	To plan, deliver and evaluate the council's events and community engagement programme for the year within the council's allocated budget
3	To assist the SSM with the development of the council's information and communication systems. This will include devising creative publicity materials and publishing content via our website, social and print media
4	To provide information and advice to the SSM on matters relating to the operation and development of projects, services and policies which fall within the scope of the role including budgeting and procurement for these
	Support Services
5	To deputise for the SSM in their absence and to undertake such other duties as may be required commensurate with the level of responsibility of the post including collaborating with and supporting the work of all other officers
6	To support the SSM in their role in the implementation and development of the council's strategic and action planning processes in accordance with agreed priorities

7	To assist the SSM with the management of the day-to-day delivery of the town councils governance, engagement and administrative support services as listed at Appendix I in accordance with the town council's adopted procedures, policies and known priorities and to regulate and monitor the council support services budget
8	To support all employees who report directly to the SSM in accordance with the town council 's policies, and to demonstrate a culture of excellence and continuous improvement in the delivery of services and the discharge of the council's functions
9	To assist the SSM in the monitoring of the town council's contracts with its IT suppliers and to support and develop the council's use of appropriate technology providing information and support to council employees and members. To be the local administrator for the town council's use of software for both officers and members
	General
10	To promote a positive image of the town council at all times and to maximize opportunities for positive public engagement, transparency and accountability in the development of services, activities and processes related to the role
11	To continue to develop professional knowledge, and skills and to acquire training and qualifications required for the efficient management of the support services of the council including sector specific knowledge

Appendix I

The job holder will be responsible for assisting in the supervision and delivery of the council's administration, communication and information systems and the following activities/programmes:

- Community engagement strategy and action plan
- Community event programme
- Town council publicity and marketing strategy including social media and website programme and production of annual report and printed materials
- Town council delivery plan
- Administration of town Council meetings and publication of related materials via website and Modern.Gov
- Customer support activities (i.e. support to councillors, service users, partner organisations, community groups, those who live and work in Bletchley and Fenny Stratford and other relevant organisations) including first point of contact at Sycamore House, Spotlight and any other council premises/services as determined by the council
- IT equipment provision, protocols, training and support and relationship with IT providers
- Identification and development of business needs of the council to enable it to progress and deliver its aims and objectives with the best IT and other solutions

Direct Reports

None

Person Specification: Community Events and Support Services Officer

Key Requirements	Essential	Desirable
Qualifications 5 GCSEs including English Language and Maths (or equivalent) A Level and/or Degree level qualifications (or equivalent) Recognised administrative/IT qualifications	✓	✓ ✓
Experience Experience of managing events including experience of health and safety risk assessment Experience of creating attractive publicity materials Experience of report writing Experience of using a wide range of software applications including word processing, email, internet, Canva etc Experience of public sector working	✓ ✓ ✓	✓ ✓
Knowledge Knowledge of management and business administration Knowledge of local government functions Knowledge of health and safety and equal opportunities Local knowledge of Bletchley and Fenny Stratford	✓	✓ ✓ ✓
Skills Excellent communication and language skills both written and oral at all levels Creative and imaginative flair Keyboard and IT skills including working knowledge of Microsoft Office applications Strong organization and prioritization skills including ability to manage own workload and use initiative	✓ ✓ ✓ ✓	
Personal Qualities Ability to fit into a team Ability to deal with people at all levels in a professional manner Enthusiasm and flexibility Able to maintain confidentiality	✓ ✓ ✓ ✓	
Other Willingness to work at any of the Council's premises UK Driving License and access to own vehicle	✓	✓

Bletchley and Fenny Stratford Town Council



Job Application Form

Post Applied For:

Personal Details

Current or Last Employer

Employers Name:

Position Held:

Employment Address:

Post Code:

Date Started:

Date Finished:

Salary:

£

Reason for leaving:

Brief Summary of
your duties:

When would you be available for employment?

Previous Employment

Employers Name:	
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Position Held:	
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Employment Address:	
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Post Code:	
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Date Started:		Date Finished:	
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Salary:	£	
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Reason for leaving:	
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Brief Summary of your duties:	
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Employers Name:	
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Position Held:	
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Employment Address:	
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Post Code:	
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Date Started:		Date Finished:	
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Salary:	£	
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Reason for leaving:	
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Brief Summary of your duties:	
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Employers Name:	
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Position Held:	
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Employment Address:	
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Post Code:	
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Date Started:		Date Finished:	
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Salary:	£	
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Reason for leaving:	
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Brief Summary of your duties:	
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Previous Employment contd.,

Employers Name:	
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Position Held:	
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Employment Address:	
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Post Code:	
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Date Started:		Date Finished:	
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Salary:	£	
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Reason for leaving:	
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Brief Summary of your duties:	
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Employers Name:	
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Position Held:	
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Employment Address:	
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Post Code:	
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Date Started:		Date Finished:	
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Salary:	£	
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Reason for leaving:	
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Brief Summary of your duties:	
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Employers Name:	
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Position Held:	
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Employment Address:	
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Post Code:	
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Date Started:		Date Finished:	
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Salary:	£	
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Reason for leaving:	
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Brief Summary of your duties:	
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Supporting Statement

Drawing upon your experience, skills, abilities and qualifications you should demonstrate below their relevance to the job that you are applying for. Use the job description and person specification as a guide and be sure to highlight your ability to the job where you can. You should also include an explanation which details why you are applying for this job.

References

Please give details of two people who can provide information that will confirm your suitability for the post. Where appropriate one person should be your current or most recent employer. Please note that for certain posts the Town Council reserves the right to contact any previous employer and request a reference in addition to the two detailed below.

1. First Reference

Name:	
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Address:	

Post Code:	
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Relationship:	
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Contact Number:	
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Email address:	
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Can we contact before the interview? (please state yes or no)	
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2. Second Reference

Name:	
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Address:	

Post Code:	
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Relationship:	
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Contact Number:	
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Email address:	
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Can we contact before the interview? (please state yes or no)	
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Disability Discrimination Act 1995

This Act protects people with disabilities from unlawful discrimination. If we know you have a disability, we will make adjustments to the working environment provided it is reasonable in the circumstances to do so.

Do you have a disability which you wish us to know about at this stage? (Please state Yes or No)	
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If yes, to assist us in considering your application, please let us know if you believe there are any reasonable adjustments we should be making.

Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we can only offer you a job if you have the right to live and work in the United Kingdom. You will therefore be requested to produce appropriate documentation.

Are you legally entitled to live and work in the UK and are able to produce documentation? (Please state Yes or No)	
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Further Information and Declaration

Canvassing

All forms of canvassing will automatically disqualify candidates from employment, e.g. you must not ask a Councillor or Officer to use their influence to help you gain this job.

Are you related to a Councillor or Officer of the Town Council? (Please state Yes or No)	
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If yes, please provide:

Name:	
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Relationship:	
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Mobility

If the post you have applied for involves driving duties/ability to travel to different locations, are you able to fulfil these duties? Note: the person specification / job description will indicate what is required. (Please state Yes or No)	
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Declaration

I certify that the information given on this form is factually correct to the best of my knowledge. I understand that information from this form may be computerised for personnel / employee administration / equal opportunities monitoring purposes in accordance with the Data Protection Act 1988. In addition, in accordance with this Act, this information may also be used for the prevention and detection of fraud and crime. Where applicable I will be subject to the regulations on political restrictions as defined in the Local Government Housing Act 1989.

Warning: any person appointed to the Town Council having given false information will be liable to dismissal without notice.

Signed:	
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Date:	
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Once you have completed this form and signed it, please return to the Town Council by either scanning a copy and emailing it to

info@bletchleyfennystratford-tc.gov.uk

Alternatively, you can deliver/post it to the main office at:

Bletchley and Fenny Stratford Town Council
Sycamore house,
Drayton Road,
Bletchley,
MK2 3RR

We regret that we may not be able to reply to all applicants but would like to take this opportunity to thank you for your interest in this post. Therefore, if you do not hear from us within 21 days of the closing date, your application has been unsuccessful on this occasion.