



JOB DESCRIPTION

Job Title: Programmes Officer

Responsible to: The Town Clerk

Contracted Hours: 23 hours per week

Job Purpose

To be responsible for planning and implementing Town Council projects and also working in partnership with other groups in the town supporting them in the delivery of their projects where Town Council is a partner.

1. Job Title:

Lead Programmes Officer

2. Location:

- 2.1 The postholder will be mainly based at Knaresborough Town Council's offices on the High Street, Knaresborough HG5 0HW.
- 2.2 Other locations throughout Knaresborough in accordance with events/projects organised.
- 2.3 Flexible working arrangements available to allow postholder to work from home or other preferred location, subject to organisational requirements and prior agreement with the Town Clerk.

3. Grade/Salary:

NJC Salary Point 16

4. Hours

- 4.1 23 hours per week, normally worked over four days Monday to Thursday.
- 4.2 Some evening and weekend work is required to service meetings and special events
- 4.3 If you work more than your normal working hours, then you will be reimbursed at the appropriate NJC rate for these hours or you may take time off in lieu at a time subject to Line Manager agreement and the Clerk's Office remaining open and staffed during normal opening hours (Mon to Thurs, 9.00 a.m. to 12.30 p.m.).

5. Specific Duties/Responsibilities

- To provide leadership for programme and project delivery

- To support committees, sub committees and task and finish teams including consultants to successfully deliver a defined programme of work. Ensure all projects are delivered on time, within budget and to specific quality standards.
- To research opportunities and produce project plans
- To identify funding sources. Support the project team to write high quality applications for funding, project reports, external communication etc.
- To identify and manage stakeholders on a given project
- To maintain and continue to develop excellent partnership working with other agencies and the community and new community initiatives as a working representative for the Town Council.
- To manage the engagement of volunteers and/or third parties assisting/taking part in project events.
- To ensure effective and consistent use of the council's corporate identity and branding.
- To record the benefits that council is looking to achieve and to evaluate that success.
- To provide the Clerk/Deputy Clerk with specific items to be included on committee agendas in a timely manner.

General Duties/Responsibilities

- To carry out such duties as the council may, from time to time reasonably require
- To carry out all duties in accordance with relevant legislation, council policies, procedures and standards.
- To ensure full compliance with the Health and Safety at Work Act 1974, the council's health and safety policies and procedures and all agreed safe methods of work.
- To ensure that all duties are carried out in compliance with both environmental legislation and a commitment to the council's declaration of a climate emergency.

6. Relationships

- 6.1 Accountable to the Town Clerk
- 6.2 Taking direction from the decisions of the Full Council, Projects and Events Committee and Community Services and Environment Committee.
- 6.3 The postholder will have regular contact with the Mayor of Knaresborough, Chair of the Projects and Events Committee, Community Services and Environment Committee and members of the Council.
- 6.4 The postholder will have regular contact with the general public and local community groups.

7. Changes

This job description sets out the main areas of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.