



**JOB DESCRIPTION (AS AT 11 MARCH 2022)**

<b><u>JOB TITLE:</u></b>	PROJECT MANAGER & COMMUNITY INITIATIVES OFFICER (JOB SHARE) – 12-MONTH FIXED TERM
<b><u>BASE LOCATION:</u></b>	MOUNTFIELD
<b><u>RESPONSIBLE TO:</u></b>	TOWN CLERK
<b><u>HOURS:</u></b>	PART-TIME 18.5 HOURS PER WEEK
<b><u>SALARY:</u></b>	SCP 25, CURRENTLY £30,095 PER ANNUM (PRO RATA)

**Job Description**

Job sharing is a form of flexible working which enables two employees to voluntarily share the responsibilities and duties of one full-time job. Pay, benefits and leave entitlement for job sharing are allocated on a pro rata basis.

**Overall Responsibilities**

To carry out the duties as set out in the job description. This is a part time post that will require co-ordinated management with the job share postholder. This vacancy is specifically to be responsible for providing volunteer development and community outreach support, with a primary focus on building community resilience in the face of the climate and ecological emergency.

**Duties**

For delivery of the shared job description to include:

1. To be joint project manager for Climate Emergency Action Plan projects on behalf of the Town Council.
2. To manage community engagement and consultation initiatives undertaken by the Town Council, with priority given to climate-related initiatives.
3. To develop and submit funding applications on behalf of the Town Council in support of projects and initiatives.
4. To develop and maintain a climate resilience plan, and deliver any actions identified within the plan.
5. To develop and manage partnership working, primarily in respect of the climate-related activity, including recruitment and management of volunteers.
6. To organise and deliver events, promotional campaigns and website/social media activity in support of 1 to 5 above.
7. To attend Climate Action Sub Committee and other meetings and events as required, including some in the evening and at weekends.

8. To draft reports and other supporting information for committee and other purposes as required.
9. As a job share post it is important to build in some overlap of hours to maximise continuity and consistency in job delivery.
10. To undertake other duties including other projects as assigned and that might reasonably be expected of the post holder and as instructed by the Town Clerk.

## Person Specification

Essential	Desirable
A Level passes in two subjects, or demonstrable equivalent experience.	Education to degree level.
GCSE or equivalent level passes in Mathematics and English.	Track record of successful fundraising from a variety of sources.
Minimum 2 years' experience of devising and supporting community engagement processes.	Experience of working with and managing volunteers.
High levels of competency in use of social media to support community activity.	Good understanding of Bridport Town Council's Climate Emergency Action Plan.
Minimum 2 years' project management experience.	Knowledge of the Bridport area.
Event planning experience	Experience of liaising with the media.
Awareness and understanding of climate and ecological issues, including greenhouse gas emissions, sustainable development, environmental management, and behavioural change.	
Ability to build effective working relationships with councillors, staff, and a range of stakeholders.	
Excellent communication, IT and presentational skills.	
Understanding of resilience planning and its use.	
Adaptable and flexible, able to manage a varied workload under pressure, meet tight deadlines, and work in the evening and at weekends as needed.	
Current full UK driving licence.	
Commitment to equality, diversity and the Bridport Rights Respecting Citizens' Charter.	