



HOUGHTON REGIS TOWN COUNCIL

Job Description – Support Officer (Community)

Maternity Cover

Job Title:	Support Officer (Community)
Spinal Point Range:	SCP 14-17 £28,264 – £30,060 pro-rata
Hours of Work:	25 hrs per week
Location:	Council Offices, Peel Street, Houghton Regis
Job Summary:	To assist with the delivery of the councils community services work.
Responsible to:	Community Services Manager
Responsible for:	None
Committee Responsibility	None

Key Areas of Responsibility

- To provide support to deliver community services projects and events
- To contribute to strategic project development as relevant to the position
- To assist with the implementation of the Council's strategic development plan

Specific Duties & Responsibilities

Legal & Statutory Compliance

- To comply with the legal, statutory and other provisions governing or affecting the civic and events services of the Council

Policy Development & Compliance

- To contribute to the preparation of the strategic development plan

Corporate Management

- To ensure that the aspirations of the council are achieved as relevant to the position

Democratic Services

- To contribute to the preparation of agenda reports and implementation of actions arising for Committees and Sub Committees
- To contribute to the implementation of projects
- To provide administrative assistance to the office staff as required

Health & Safety Management, Administration & Compliance



HOUGHTON REGIS TOWN COUNCIL

Job Description – Support Officer (Community) Maternity Cover

- To ensure that the Council's obligations for health and safety are properly met as relevant to the role
- To personally follow the requirements of the Health & Safety at Work Policy of the Town Council

Staff management

- To provide cover for relevant staff as required

Communication & Marketing

- To support the production of draft articles, press releases and social media posts ready for publication through the Town Council's newsletter, social media and website

Administration

- To meet & liaise with councillors, community groups, statutory agencies, outside organisations, contractors and public as applicable to the role
- To provide front line services including opening up and closing reception, receiving visitors, answering the phone, responding to or redirecting queries.

Community Services

- To help to deliver community & youth services projects and events
- To support the community and young person groups
- To deal with issues relating to the Council's community & youth services projects and events

Other

- To assist with providing staff cover within the scope of the role
- To maintain confidentiality at all times in respect of Council-related matters and prevent disclosure of confidential and sensitive information
- To support council events as required
- Some evening and weekend work is required as necessary to the role
- Such other duties within the range and scope of the job as may be required from time to time.

Employment Provisions

Terms and Conditions	NJC for Local Government Services
Benefits	The post is eligible to join the Superannuation Local Government Scheme



HOUGHTON REGIS TOWN COUNCIL

Job Description – Support Officer (Community)

Maternity Cover

Annual leave (Pro-rata)	23 days annual leave, plus 3 additional days after 5 years LG service Public Bank Holidays, 2 additional statutory days
Working hours	25 hours per week
Key holder	Yes – Office
Call out	No
First aider	Yes
Car allowance	Casual car user

This is a description of the job as it is at present constituted. It is the practice of this Council to periodically examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. Management in consultation with the employee conducts this procedure. It is the Council's aim to reach agreement to reasonable changes, but if agreement is not possible the Council reserves the right to insist on changes to your job description after consultation with you.

Name of Postholder:	
Signature of Postholder:	
Date:	
Signature of Town Clerk:	
Date:	