



## **Chepstow Town Council**

The Gatehouse  
High Street  
Chepstow  
NP16 5LH

### **Job Description**

**Post:** Community Projects and Events Officer

**Scale:** Pay Scale 19-22 of the National Joint Council Spinal Column Point  
£17,632 pro rata (full time equivalent £31,067)

**Hours:** 21 hours per week worked over 3 days (office based)  
This will include working some unsociable hours including evenings and weekends for Council meetings and events

**Responsible to:** Town Clerk to Chepstow Town Council

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**Job Purpose:** Chepstow Town Council is an ambitious, proactive Council and is working on a wide array of projects and events. The post holder will co-ordinate delivery of these projects and events in collaboration with other officers, Councillors and community stakeholders.

The post holder will be required to:

Research, source and complete Grant Funding applications, prepare for, attend and in time minute the Environment & Amenities Committee meetings.

Provide administrative support to the Chepstow Community Orchard volunteers arranging pruning events, keeping the volunteer database updated and ensuring health and safety safe practices of working are adhered to.

Identify and organise celebratory events and anniversaries, approved by the Council, and arrange the annual Bands on the Bandstand event.

Work on low level grass roots projects that a Town Council is able to undertake such as improving the existing environment and services.

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### **Key duties and Responsibilities:**

**Projects:**

1. To co-ordinate and monitor the delivery of projects as agreed by the Environment and Amenities Committee.
2. To work with the Transforming Towns delivery group on projects that are identified and undertaken at grass roots level.
3. Work in partnership with local people, community groups, schools and public stakeholder to deliver community projects that will contribute to a more environmentally and socially sustainable community.
4. Co-ordinate, in collaboration with other officers, Councillors and public stakeholders, Town Council led projects and events.
5. To undertake the organisation of the annual summer floral displays and trader Christmas Trees.

6. To provide administration support to the Chepstow Orchard group: organising pruning events, updating the volunteer database, advertising for volunteers, ensuring that all health and safety and risk assessments are kept up to date.
7. To attend the Transforming Chepstow Delivery Group and assist with projects where identified.

**Events:**

1. To identify celebratory anniversaries that can either be promoted or have an event organised.
2. To co-ordinate and deliver seasonal Town Council events (e.g Christmas Lights Switch On, Remembrance Sunday, Anzac Day) under the direction of the Town Clerk / Deputy Town Clerk:
  - Liaise with activity providers, town traders, schools, community groups, bands
  - To arrange itineraries, programmes and work with the Communications Officer to promote events
  - To act a main point of contact for events during the organisation
  - Seek sponsorship pledged towards the cost of the event
  - To complete risk assessments, Event Safety Notices and Temporary Events Notices as required
  - Co-ordinate event infrastructure and logistics
3. To co-ordinate any other events identified by the Town Council.
4. To attend as required at civic functions such as the Civic Service, Remembrance and Anzac Day commemorations, annual Christmas Switch On and any other such events which may occur.

**Administration:**

1. To assist the Clerk to prepare agendas, reports and minutes for relevant committee meetings.
2. To work with the Chair of the Environment and Amenities Committee to prioritise the agenda with projects that a Town Council is able to deliver.
3. To attend the Environment and Amenities Committee meetings held bi-monthly and deal with any actions arising from the meeting.
4. At certain times, when colleagues are absent or during periods of seasonal or high workloads, you will be expected to help with or take on additional duties and responsibilities that are in line with the grade and purpose of this role.

**Grant Funding**

**Opportunities:**

1. To identify and advise the Town Council of new external funding opportunities and make appropriate and strong applications for funding at the request of the Town Council.
2. To prepare grant applications and complete relevant end of grant documentation.
3. To research projects for consideration by the Town Council as may be required, including feasibility, funding and future management and resourcing and once approved to provide assistance in the management of projects.

**Statutory**

**Responsibility:**

1. To contribute to the observation of legal, statutory and other provisions governing or affecting the running of the Council and to advise accordingly.

**Financial**

**Governance:**

1. To keep accurate records of all financial transactions where appropriate.
2. To ensure competitive quotations for works and materials as required are obtained.

**Health and****Safety:**

1. To take care of your own health and safety by following guidance provided by the Town Clerk, through training and policies detailed in the Town Council's staff hand book.
2. To assist in ensuring that the Town Council's statutory obligations for the effective management of health and safety are met.

**Equality and****Diversity:**

1. To support the Town Clerk in ensuring that the provisions of the Equality Act 2010 are reflected in all aspects of the Council's work.
2. To be aware of the requirements of the Welsh Language Act and how they might relate to the role you perform.
3. To ensure that the requirements of the Well-being of Future Generations (Wales) Act 2015 are considered in any projects and service delivery.

**Personal****Development:**

1. To undertake personal development, attend training courses and conferences related to the work and role as required by the Council.

**Other:**

1. To undertake other duties from time to time which are commensurate with the level and grading of the post.

**Person Specification**  
**Community Projects and Events Officer**

The following attributes represent the range of skills, abilities and experiences relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

<b>Experience/ Competencies</b>	<b>Essential or Desirable?</b>	<b>Method of Assessment</b>
<b>Qualifications and Education</b>		
Good general education	Essential	Application Form/Certificates
Express a willingness to work towards obtaining the ILCA qualification	Desirable	Application Form/Interview
Ability to prepare agendas and minutes accurately and timely	Desirable	Application Form/Interview
Experience of working in a team	Essential	Application Form/Interview
<b>Work Experience and Accountability</b>		
Experience of analysing data and producing clear and precise reports	Desirable	Application Form/Interview
Experience of working in a community led environment	Desirable	Application Form/Interview
Experience of developing consultation plans and managing consultation processes	Essential	Application/Interview
Previous experience of working in a busy office.	Desirable	Application form/Interview
Ability to maintain filing systems accurate records and information retrieval systems	Essential	Application form/Interview
Good time management skills	Essential	Application form/Interview
<b>Team and self-engagement</b>		
Ability to work in a team and on your own	Essential	Application Form/Interview
<b>The Local Council Environment</b>		
Understanding of the issues facing community and town councils and the environment in which they operate	Desirable	Application form/Interview
Commitment to public service and the community of Chepstow	Desirable	Application form/Interview
Understanding of local council procedures	Desirable	Application form/Interview

<b>Skills and Attributes</b>  A professional and courteous manner Good communication skills and the ability to develop good working relationships Political sensitivity, tact and diplomacy Good oral, written and reporting skills Ability to manage time and workload in order to be able to deal with tasks swiftly and effectively Understanding of the requirements of data protection and freedom of information legislation	Essential Essential Essential Essential Essential Desirable	Interview/Presentation Application form/Interview Application form/Interview Application form Application Form Interview
<b>Personal Behaviours</b>  A motivating and enthusiastic person Personality, conduct and credibility that engages the confidence of councillors, staff, partners and stakeholders Advocate of equality, diversity and respect in the workplace Committed to local democracy, social justice and accountability to the community	Essential Essential Essential Essential	Interview Interview Interview Interview
<b>Other</b>  Committed to developing and keeping up to date personal knowledge Prepared to attend evening meetings and weekend events as required Full driving licence and access to a car	Essential Essential Desirable	Interview Application Form / Interview Application Form