

Job Description / Person Specification – Project Officer / Deputy Town Clerk

Task	Description	Accountable to / working with
Project manager	To have responsibility for the planning, procurement and execution of a project, which is defined as any task that has a defined scope, defined start and a defined finish.	Town Clerk / Project sponsors
Project documentation	To manage and maintain documentation showing that project requirements are fulfilled and to establish traceability with regard to what has been done, who has done it, and when it has been done.	Town Clerk / Project sponsors
Project budget holder	To provide accurate records of funds committed and spent, and to report to project sponsors / committee on these matters.	Town Clerk / Project sponsors / Finance Officer
Preparation of reports for council	To prepare and write for council and its committees reports concerning existing and future projects.	Town Clerk
Assist in preparation of council agendas	To provide advice to the Town Clerk and Assistant to the Clerk on items that require to be placed on the agenda of council and its committees.	Town Clerk
Assist in preparation of council forward plan	To provide advice to the Town Clerk on items likely to require a decision of council or a committee and when that decision will be required.	Town Clerk
Minute taking	To take accurate notes of meetings and produce minutes / action points from them.	Town Clerk
Event management / planning	To participate in the planning and delivery of events.	Town Clerk
Supporting and reviewing grant applications	To assess grant applications received by the Town Council, and to advise partners / local groups on alternative sources of financial support.	Town Clerk

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Developmental Tasks		
Provide advice to council and committees	Advising on legislation, standing orders and procedures.	Town Clerk / Council
Supervise staff and contractors	To act as both contract manager (for external contractors) and as line manager.	Town Clerk / Council
Any other duties	To perform any duties required commensurate with the main areas of the job description.	

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Person specification				
Requirement	Details	Essential / Desirable	How evidenced / assessed	Documents required?
Right to work and remain in UK.	All applicants must have the right to live and work in the UK.	E	Documentation - passport and evidence of visa / right to work if required.	At interview.
Previous work experience.	At least two years previous work experience in an analogous environment.	E	Application form.	References from last employer.
Degree level education or equivalent.	Applicants should be able to demonstrate either an honours degree or equivalent training or work experience at graduate appropriate level.	E	Application form.	Degree certificate or other evidence at interview.
ECDL or equivalent IT qualification.	Applicants should be able to demonstrate functional familiarity with email / word processing / spreadsheets / databases / web search tools and cloud based software environments such as the Google suite.	E	Application form.	Evidence required for all qualifications claimed at interview.
Advanced spreadsheet / project management software skills.	Applicants should be able to use spreadsheets to carry out calculations, to manipulate data and demonstrate familiarity with using date / time as variables / fields in spreadsheets.	E	Test.	
Driving Licence or access to means of mobility support.		E	Application form.	

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Strong written communication skills.	Candidates must be able to communicate in English to a standard appropriate to the role of a professional officer writing reports for council on technical and general topics.	E	Application form (by assessment of personal statement) and test by requiring a precis of a provided document.	
Strong verbal communication skills.	Candidates must be able to communicate in English to a standard appropriate to the role of a professional office.	E	Interview.	
Knowledge of English local government systems and hierarchies.	Candidates should be able to demonstrate a knowledge of local government structures in Northumberland and neighbouring areas.	D	Interview.	
Experience of events management / events planning.	Candidates should be able to demonstrate knowledge or experience of planning and managing events.	D	Application Form / Interview.	
Experience of making or appraising grant applications.	Candidates should be able to demonstrate an understanding of the principles behind, and the practice of, either making or appraising grant applications.	D	Application Form / Interview.	