

DARLINGTON BOROUGH COUNCIL

ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Town Centre Partnership Officer
<u>GRADE :</u>	Grade J
<u>JOB EVALUATION REFERENCE NO.</u>	E3459
<u>REPORTING RELATIONSHIP</u>	Town Centre Partnership and Events Manager
<u>JOB PURPOSE :</u>	To assist the Town Centre Partnership and Events Manager in creating effective partnerships within the Town Centre with local businesses and stakeholders. Assist with the delivery of events and making Darlington Town Centre a destination of choice.
<u>POST NO.</u>	D14034
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1 – Expected competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. Work closely with the Town Centre Partnership and Events Manager in creating effective partnerships with local businesses and stakeholders and assisting in providing a one stop contact point for the Town Centre, for the public, businesses and members.
2. Assist the Town Centre Partnership and Events Manager in delivering a Town Centre Improvement plan with key partners and stakeholders.
3. Assist the Town Centre Partnership and Events Manager in providing support to Market Assets Management in developing specialists markets and events.
4. To support the delivery of campaigns in the town centre.
5. To assist the Town Centre and Partnership and Events Manager with the development and implementation of the Marketing Plan for the Town Centre reaching locally, regionally and nationally.
6. Assist the Events Manager in promoting the Town Centre events program to the Town Centre businesses and encourage them to assist with the promotion and participate where able to.
7. Assist the Events Manager with the operation and delivery of the town centre events program.
8. Represent Darlington Town Centre Management at the Association of Town and City Management meetings (ATCM) in the absence of the Town Centre Partnership and Events Manager.
9. Attend the Multi Agency's partnership meetings (MAPS) in the absence of the Town Centre Partnership and Events Manager.

10. Be a representative at the Town Centre Marketing and Communications meetings and organise future meetings on behalf of the Town Centre Partnership and Events Manager and circulate minutes to the members.
11. Work closely with Town Centre and Partnership and Events Manager to deliver a vibrant animation strategy along with assisting with the development of the Town Centre role.
12. Work in partnership with Town Centre businesses and encourage them to assist with the Councils entry into the Northumbria in Bloom by encouraging them to provide hanging baskets and maintain planters outside their businesses.
13. Assist the Town Centre Partnership and Events Manager with the monitoring and evaluation of events to inform future development of Town Centre Events.
14. To be responsible for goods receipts, invoice coding, and dealing with associated queries. To monitor, authorise and audit financial processes and undertake relevant financial monitoring.
15. Assist with the monitoring of the weekly and monthly town centre footfall statistics to inform key performance indicators, as well as benchmarking and trend analysis.
16. Develop a close working relationship with the Street Scene Town Centre team leader to ensure the cleanliness and maintenance of the Town Centre are delivered to a high standard.
17. Assist the Town Centre and Partnership and Events Manager by supporting events held in parks and open spaces e.g. Proms in the Park, Community Carnival and Fairgrounds.
18. To fulfil your health and safety management role as detailed in the Corporate and Departmental Health and Safety Policies, organisational statements and procedures to ensure a safe working environment for yourself, members of your team and other who may be affected by your team's activities.
19. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
20. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re. Conflicts of interest, gifts, hospitality and other matters covered by the Code.
21. Carry out your role in line with the Council's Equality agenda.
22. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
23. Any other duties of a similar nature related to this post that may be required from time-to-time.
24. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
25. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

Date: June 2018

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TOWN CENTRE PARTNERSHIP OFFICER

POST NO – D14034

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	4 GCSE's (A-C or 9-4) or equivalent		D
	Experience & Knowledge		
2	Approx. 1 years' experience of working in partnership with businesses and external bodies	E	
3	Knowledge of events and their role in cultural regeneration.	E	
4	Experience and the proficient use of MS Office packages including MS Excel and MS Word.	E	
5	Approx. 1 years' experience of planning, managing and delivery of events.	E	
6	Experience of working with volunteers.	E	
7	Experience and knowledge of Health & Safety requirements for small scale events.	E	
8	Evidence of securing funding and or sponsorship for events or other projects.		D
9	Experience of developing, implementing, monitoring and reviewing policies and procedures		D
10	Experience of managing budgets		D
11	Experience of working with children, families and young people in formal or informal settings.		D
	Skills		
12	Ability to apply accurate literacy and numeracy skills to include spelling, grammar, punctuation, percentages and decimals	E	
13	Ability to communicate both orally and in writing to a wide range of audiences	E	
14	Ability to carry out the invoicing and financial aspects of the role	E	
15	Demonstrable ability to plan and organise own workload.	E	
16	Ability to work both individually on own initiative and as part of the team.	E	
17	Able to deal confidently with members of the public, colleagues, members and external organisations.	E	
18	Planning, co-ordinating, analytical and organisational skills to manage a range of events	E	
	Personal Attributes		
19	Commitment to Culture, which includes Leisure, Sports, Arts, Countryside, Heritage and Markets and the Town Centre	E	

20	Self-motivated and enthusiastic towards the benefits of Town Centre Initiatives e.g. Northumbria in Bloom and events to enhance the Town Centre offer.	E	
21	Political sensitivity	E	
	Special Requirements		
22	Flexible approach to working time arrangements with the ability to work some evening and weekend hours, in a non-regular pattern.	E	
23	Suitability to work with children.	E	
24	Committed to high standards of customer service.	E	
25	Ability to form and maintain appropriate relationships and personal boundaries with children.	E	
26	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	
27	Access to reliable transport in order to carry out the travelling requirements of the post.		D