

Job Description

Post title	Community Engagement Officer (Part Time) 2 Year Fixed Term
Post No	PTC 08
Grade	SC 4
Salary	£26,403 - £ 28,142 per annum – pro-rata (Actual salary approx.. £16,056 - £17,112) - 22.5hrs per week
Reporting to	Pavilion, Sports and Community Manager
Location	The normal place of work for this role will be the Pavilion but the post holder may be required to work at any location or property of Peterlee Town Council.

DBS	This post is subject to an Enhanced disclosure.
Politically restricted	This post is not designated as politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State.

Description of role

The primary focus of this role is to drive community development, support the engagement and growth of residents (specifically young people), and ensure community voices actively influence local council decisions.

Key Duties and responsibilities

1. Youth and Community Engagement:

- Develop and implement programmes, workshops and activities that actively engage young people and the wider community.

2. Youth Council:

- Facilitate the establishment and daily operation of a Youth Council, ensuring young people have a platform to voice opinions and influence local decisions.

3. Partnerships and Collaboration:

- Build and maintain strong relationships with local schools, youth organisations, and community stakeholders.
- Collaborate with other council departments and external organisations to support grassroots initiatives.

4. Reporting and Administration:

- Maintain accurate records of youth activities, attendance and community engagement projects.
- Prepare operational reports for Management and council meetings.
- Ensure compliance with council policies and procedures.

5. Representation:

- Represent the council at community meetings, forums and external networks related to youth and community development.

Common duties and responsibilities

- **Quality Assurance**

To understand and adhere to standards at individual, team performance and service quality so that the customer and the Council's requirements are met and that the highest standards are maintained.

- **Communication**

To participate in and adhere to the team's communication processes and taking responsibility for keeping up to date with all relevant procedures, policies and objectives associated with the role.

- **Professional Practice**

To take responsibility for behaving professionally at all times, ensuring that work is carried out to the highest standards and in line with the team's and Council's stated policies or procedures. This includes adhering to the Council's Code of Conduct.

- **Health and Safety**

Take responsibility for understanding and adhering to health and safety requirements for their service area, in line with the Town Council's Health and Safety Policy.

- **Appraisal**

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

- **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice. To ensure our commitment is put into practice we have an established Equality and Diversity Policy.

- **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work. All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets.

- **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

Person specification

	Essential	Desirable
Qualifications	Relevant qualifications in youth work, community development, or social sciences.	First Aid certification
Experience	Experience working directly with young people, developing youth programmes and working in community development.	- Experience in local government or a similar environment. - Knowledge of local government structures and processes.
Skills & Knowledge	Excellent interpersonal skills and verbal communication skills.	Experience with website management and social media to drive community outreach.
Personal Qualities	- Enthusiastic, empathetic and able to work flexibly – including evenings and weekends as required to match community needs. - Ability to work independently and as part of a team.	