SHILDON TOWN COUNCIL

JOB DESCRIPTION

POST TITLE:	Community Development and Engagement Co-ordinator		
DEPARTMENT:	Central Services	**GRADE:**	SCP 11 £29071 (pro rata) with an incremental increase subject to continuous development to SCP 15 £31015 (pro rata)
CAR USER STATUS:		**LOCATION:**	Council Offices
RESPONSIBLE TO:	The Town Clerk		
RESPONSIBLE FOR:			

KEY ROLE (JOB PURPOSE)

Developing and delivering initiatives that will benefit the community and to engage, and support community groups and voluntary groups in Shildon. Playing a vital role in fostering community cohesion, promoting participation and enhancing the overall quality of life within Shildon. The role includes writing funding bids.

DUTIES AND RESPONSIBILITIES

To be the first point of contact between Shildon Town Council and community and voluntary groups.

Develop and lead delivery of community-based festivals and events including Fun Days, Christmas Procession, Easter summer and Halloween events.

Seeking sponsorship for events and community facilities.

Maintaining effective joint working with both established community partnerships including Shildon Children and Young People's Action Network, Durham County Council Local Network, Shildon Alive (Charity), and any other emerging partnerships

To organise events to showcase the voluntary sector and volunteering.

To collect feedback from stakeholders and community members to support the continuous improvement of services and address any concerns or challenges.

To work with the Town Council team to ensure effective promotion and marketing of events through various channels to maximise participation and community involvement.

To organise and lead on external and internal meetings with community groups and in the production of minutes etc

To inform local debate and create a greater understanding of what the Council can and cannot do through making decisions of the Council and its operation to the public by reporting on decisions both internally and externally where relevant.

To work closely with other agencies on projects which help to develop and support the local community

To promote the Town Council and its facilities and to proactively seek out opportunities including events to do this.

To maintain the Town Council's website.

To investigate relevant external funding opportunities and where appropriate make applications for financial support

Evaluation of projects.

Attendance at training events and seminars

To assist and support the administration of the Council Offices to include answering public queries.
You are required to familiarise yourself with all relevant Health and Safety and GDPR regulations.

To carry out any other reasonable duties within the Town Council commensurate with the grading and level of responsibility of the post.

Main Terms and Conditions:

29.5 hours post, flexible hours and lieu time to accommodate events etc
Office based at the Town Council Offices (Not WFH)
Annual leave
Employer Contribution Pension

Application Process

Closing date: 30th November 2026

Interview date: W/C 11th January 2027

SHILDON TOWN COUNCIL

PERSON SPECIFICATION

POST TITLE: Community Development and Engagement Co-ordinator

DEPARTMENT: Council Offices

SECTION: Central Services **GRADE:** SCP 11-15

REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED (see key below)
EDUCATION/TRAINING			
• Recognised professional or other relevant qualification	√		A/F
• Knowledge of and ability to use IT applications including Outlook, Word and Excel	√		A/I/P
• Professional Qualification in Community Engagement	√		A/F
			A/F
		√	A/F
EXPERIENCE/KNOWLEDGE			
• Substantial experience in working with local communities	√		
• Experience of partnership working			
• Experience in dealing with members of the public	√		
• Experience of attracting external funding	√		
• Experience of report writing and presentation	√		
	√		
SKILLS			
• Ability to achieve targets and to work to deadlines	√		A/F
• Ability to develop productive working relationships with colleagues and partners	√		A/F
• Excellent communication, interpersonal and negotiation skills, with the ability to engage and collaborate effectively with diverse stakeholders.	√		A/F
• Ability to conduct research	√		F
• Administrative and numeracy skills	√		F
• Experienced user of Microsoft Office suite and other relevant software applications.	√		

PERSONAL ATTRIBUTES • Committed to customer care • Friendly and co-operative • Flexible attitude to working patterns • Ability to work under pressures	 √ √ √ √		 F F F A/F
OTHER RELEVANT (JOB SPECIFIC) POINTS • Energy, drive and commitment to achieve success • Able to work flexibly and attend meetings and events outside of regular office hours as required. • Willingness to obtain First Aider Qualification • Driving Licence preferable	 √ √ √ √		 A/F A/F

A=Application, T=Test, I=Informal Interview, F=Formal Interview, P=Proof (certificates etc)