



WINSFORD TOWN COUNCIL
APPOINTMENT OF SUPPORT OFFICER (EVENTS AND PROJECTS)
CANDIDATE INFORMATION PACK

Thank you for your interest in the role of Support Officer (Events and Projects) with Winsford Town Council. This pack contains all the information you will need to help you in making an application.

The closing date for application is 13th February 2019. Interviews will be held week commencing 18th February 2019 and further details will be provided to shortlisted candidates.

Applications must be on the enclosed application form. Please do not send a CV or any other information containing your personal details. The application form can be downloaded from <http://www.winsford.gov.uk/post-of-support-officer-events-and-projects/>. Please provide details of 2 referees, one of whom should be your current employer, if relevant.

Applications can be submitted by email to mail@winsford.gov.uk or by post to The Town Clerk, Winsford Town Council, Wyvern House, The Drumber, Winsford, Cheshire CW7 1AH.

Mark Bailey
Town Clerk

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Further information about the town and the work of the Town Council can be found on our website www.winsford.gov.uk

INFORMATION FOR CANDIDATES

The Town and the Town Council

Winsford is situated in mid-Cheshire and has a population of around 33,000. The town is surrounded by attractive countryside and at its heart can be found the Winsford Flashes – beautiful lakes formed as a result of the wild brine pumping of salt from underground caverns over a century ago.

Winsford is proud of its salt heritage and is home to the country's only working deep salt mine, although the town has much more to offer, with highly successful business parks and industrial estates employing around 4,000 people.

The principal council in the area is Cheshire West and Chester Council, which has offices in Winsford at Wyvern House, where Winsford Town Council is also based.

The Town Council consists of 15 councillors, representing six wards within the town. The Town Council meets monthly, on a Monday evening and sets an annual budget of around £500,000.

Much of the Town Council's direction is focused on delivering the ambitions of the Neighbourhood Plan.

The Town Council employs 7 staff, including the Town Clerk; two administrative officers; three groundsmen and the new Support Officer post.

The Council is responsible for a number of open spaces and several parks, two of which are designated as Queen Elizabeth fields and one of which is a Centenary Field.

The Town Council owns the Brunner Guildhall, which is a Grade II Listed Building and is currently being redeveloped for use by the community.

The Town Council works very closely with partner organisations in delivering a vibrant and varied series of annual events and the Town Council also provides free school milk to children aged 7 and under in the town.

Information about the Post

Salary

The salary grade for the post is in accordance with Local Government Spinal Column Points (SCPs) 14-16 (changing to SCPs 5-6 after 1st April 2019). The salary range for the post will be £18,795-£19,171 (after 1st April 2019). The post is for three days a week (0.6 FTE), so the salary payments will be pro-rata.

Progression through the salary scale will be by way of reviews and appraisals of performance.

The post is subject to the terms and conditions of service determined by the National Joint Council for Local Government Services.

Salaries are paid monthly by bank credit transfer on 15th of each month.

Starting Date

The post is a new one, so is vacant – it is therefore hoped that the successful candidate can start as soon as possible.

Interview Expenses

Candidates attending for interview will be paid expenses in accordance with the scale laid down by the National Joint Council. Expenses will not be paid until the conclusion of the interview. In the event of a candidate withdrawing their application or refusing the offer of an appointment on grounds which in the opinion of the interviewing panel are inadequate, no expenses will be paid. The expenses of the candidate appointed to the post will not be paid until the successful candidate takes up their duties with the Council.

Probation Period

All new employees are offered employment subject to the satisfactory completion of a six month probationary period.

Working Week

The normal working week is 37 hours, but this post will work 22.2 hours per week. The post-holder may also be required to attend meetings of the Council and its committees and other events outside of these hours, for which time off in lieu may be taken.

Other Employment

The post-holder will be fully engaged in the employment of the Town Council for the hours listed above.

Annual Leave

In accordance with the national conditions of service, the basic holiday entitlement for the post is 22 days (13 days for this post pro-rata), rising to 27 days (16 days for this post) after five years continuous service. There is also an allowance of two extra-statutory days, which may be taken on dates decided by the Council.

Period of Notice

At least one month's notice is required to terminate the employment.

Pension

Employees of the Council are entitled to join the Local Government Pension Scheme as operated by the Cheshire Pension Fund.

Training and Development

If approved, the Council provides generous financial assistance towards training and development, and will meet reasonable conference expenses etc., properly incurred.

Sick Pay

Sick pay for permanent employees is in accordance with national conditions, which after a qualifying period provides for one month at full pay and two months at half pay during the first year of local government service, rising to six months at full pay and six months at half pay after five years' service.

Health and Safety

Winsford Town Council recognises its obligations under the Health and Safety At Work etc Act 1974 to provide appropriate health and safety training and to ensure safe and healthy premises for all employees and visitors.

Equality Policies

The Town Council is committed to a policy of equal treatment of all employees and applicants whilst recognising diversity wherever possible. All employees will be given equal opportunities regardless of any characteristics defined as 'protected' under the Equality Act 2010.

Interviews

Interviews for this post will be held week commencing 18th February 2019.

JOB DESCRIPTION

General

The Support Officer (Events and Projects) post will be focused, in part, on assisting with the Town Council's various events and projects, but the post will also be responsible for tasks across the whole range of Town Council activity.

This job description sets out the main duties and responsibilities of the Support Officer (Events and Projects) post. It should not be regarded as exhaustive. The Town Council may, from time to time, require the Support Officer (Events and Projects) to undertake duties not listed below.

Responsible to

Town Clerk/Finance Officer

Specific Duties

Under the general guidance of the Town Clerk/Finance Officer, the key duties and responsibilities of the Support Officer (Events and Projects) are as follows: -

1. To provide accurate and timely support to the Town Council through a range of administrative activities (e.g. letters, queries, file set up and management)
2. To provide support in the organisation of the Town Council's events and the management of the Town Council's projects
3. To liaise with other organisations in the development of events and specific projects including the sourcing of venues, acts and other participants
4. To develop relationships with potential sponsors and funders, as well as suppliers for events and projects on behalf of the Town Council
5. To be responsible for marketing events and other areas of Town Council work, using a variety of media
6. To assist in the management of events on the day including set up and take-down
7. To research opportunities on behalf of the Town Council where it may be possible to develop existing or new events/projects
8. To attend meetings of the Councils and its Committees/Sub-Committees, if required, and to provide support and guidance to Members and officers where required
9. To assist with the processing and arrangement of meetings of the Council, its Committees and Sub-Committees
10. To assist in the receipt of correspondence on behalf of the Town Council and to deal with any issues in accordance with the Council's agreed policies and procedures

11. To provide support to the Brunner Guildhall in order to identify funding for the work on the building and to support projects to make full use of the building.
12. To take all reasonable precautions as appropriate under the Health and Safety at Work Act
13. To assist the Town Clerk with financial matters such as the input of data into the accounts system; checking of invoices; following up account queries and other related matters
14. To assist with maintaining the Town Council's website
15. To write content for Town Council publications as required
16. To be given the opportunity to attend any training courses as deemed appropriate by the Council
17. To undertake any other reasonable duties that the Council may from time to time stipulate
18. To have the necessary IT skills to carry out the duties listed above

PERSON SPECIFICATION

Education and Training	
Essential	Desirable
<ul style="list-style-type: none"> • Educated to at least A level or equivalent including professional qualifications where appropriate • Commitment to further professional development where required 	<ul style="list-style-type: none"> • Educated to degree level or equivalent
Skills and Knowledge	
<ul style="list-style-type: none"> • Excellent written and oral communication skills • Project management skills • Effective prioritisation of tasks • Ability to communicate information to a wide range of audiences • Use of IT systems including Microsoft Office • Ability to building effective working relationships with colleagues • Confidentiality 	<ul style="list-style-type: none"> • Ability to identify and implement IT projects which benefit the public • Knowledge of local councils
Experience	
<ul style="list-style-type: none"> • Project management • Event management • Managing resources – financial and non-financial across a range of projects • Working in a customer service environment • Independent decision making • Budget management • Practical problem solving 	<ul style="list-style-type: none"> • Previous experience in local government
Personal Qualities	
<ul style="list-style-type: none"> • Energy, enthusiasm and motivation • Forward thinking and proactive • Flexibility in approach and working hours • Sense of humour • Confidence in speaking/presenting 	