



**KINGSWOOD
TOWN
COUNCIL**

Kingswood Town Council
C/O The Civic Centre
High Street
Kingswood
South Gloucestershire
BS15 9TR

19th April 2024

Dear Applicant

COMMUNITY ENGAGEMENT, EVENTS AND PROJECT OFFICER

Thank you for your interest in applying for the role of Community Engagement, Events and Project Officer with Kingswood Town Council.

The information in this pack is arranged as follows:

1. About the selection and interview process.
2. About Kingswood
3. About Kingswood Town Council
4. About you
5. About the role
6. Job Description
7. Principal Terms of Employment
8. Person Specification
9. Application Form (in a separate document)

The completed application form must be sent **by email** for the attention of the town clerk and be received by 5pm on Friday 10th May 2024. Please make it clear which role you are applying for as there are currently two vacancies. If you wish to apply for both vacancies, please submit your application twice, amending the role that you are applying for.

If you would like an informal discussion about the role and the council, or have any queries, please do not hesitate to contact the Town Clerk on 0117 457653.

Yours faithfully,

Charlotte Littlewood
Town Clerk
clerk@kingswood-tc.gov.uk
www.kingswood-tc.gov.uk

1.0 ABOUT THE SELECTION AND INTERVIEW SCHEDULE

Key Dates

Closing Date: Friday 10th May 2024 at 5pm

Interview Date: Friday 31st May 2024

Appointment date: Offer to be made the following week, subject to satisfactory employment checks.

Start Date: (to be confirmed by ideally within one month of the appointment)

The interviews will be held in The Park Centre, High Street, Kingswood, BS15 4AR. Please note that if you require any additional access arrangements, to notify the town clerk if you are invited for an interview.

Selection Process

1.1 Our shortlisting panel will only consider the information on the application form and will not read CVs or covering letters, so please ensure that the form contains all the information that you want to get across. They will review each application and score it based on how well you meet the essential and desirable attributes within the person specification. The panel will only use information contained within the application form: this is tailored to each role and aims to ensure that we get the information from you that we need to be able to shortlist for interview.

Interview Process

1.2 The shortlisting panel will undertake all interviews. Each applicant will be required to complete a 30-minute activity before the interview. The theme of the activity will be based on organizing a public event. You will make your proposal to the panel, and they will ask a series of questions to build upon your application to assess your suitability for the role, in relation to event management. The remainder of the interview will be structured to assess your competence and suitability for the post.

2.0 ABOUT KINGSWOOD

2.1 Kingswood is a suburban town and newly parished area in the South Gloucestershire district, in the ceremonial county of Gloucestershire, bordering the eastern edge of the City of Bristol. The border between South Gloucestershire and the City of Bristol is situated at the western end of Kingswood's High Street. Although anything beyond this point is technically no longer Kingswood 'proper', locals often consider the shops and residential areas that fringe the road named 'Two Mile Hill' (located within the area of the same name) to be a continuation of Kingswood.

2.2 In Saxon times, the 'King's Wood' was a royal hunting estate which surrounded Bristol, extending as far as Filwood in South Bristol. From early days the Constable of Bristol Castle, the king's officer in the area, was also the Chief Ranger of the Kingswood Forest. The Kingswood area first came into industrial prominence in the late 17th century, because of coal mining. Typical of these were coal fields in the Easton and Coalpit Heath/Yate areas. The coal mining history still affects the town with gardens occasionally opening up.

3.0 ABOUT KINGSWOOD TOWN COUNCIL

3.1 Kingswood Town Council has been operating since May 2023 and is still work in progress. Kingswood Town Council is one of the larger towns within the South Gloucestershire municipal area, with a population of around 20,500 and a tax base of around 8,350 and is the first tier of local government in the Town which is closest to its electors.

3.2 It came about following a Community Governance Review within the South Gloucestershire area. The Council consists of 15 Councillors elected for a four-year term, with elections having been held in May 2023 to represent constituents in the six wards. The council has created a committee structure consisting of a Planning Committee, a Finance and Administration Committee, a Staffing Committee and a Communications and Projects Working Party.

3.3 The town council precept in its first year of operation was £125,100. The council, being ambitious and keen to deliver on that ambition, has set its budget for 2024/25 as below.

Staff and Operating Costs	£229,480
Community Grant Scheme	£50,000
Community Events	£55,000
Library Support	£30,000
Young People's Provision	£360,000
Community Building Provision	£75,000
Christmas Lights	£15,000
Floral Displays	£12,000
Total	£826,480

3.4 The council initially employed a part-time locum clerk, but since November 2023 there has been a full-time town clerk who has completed most of the initial set up processes, though there remains work to do. Initial focus has been creating good governance and inducting councillors, but the council is now in a strong position to begin to serve the residents, to be a voice for the community and to contribute to the town, thereby helping it to reach its potential. That potential is limitless, and the council wants to do what it can to make Kingswood a great place to grow up and grow old. It now needs people like you to deliver on the exciting priorities that the council has set in its strategic plan:

- Provide a range of events for the widest community that celebrates the culture, heritage and economic welfare of the community.
- Invest in young people and their families for the purpose of promoting health and wellbeing
- Acquire a central building that can be shaped into a central community hub as well as being the home of the town council.
- Support the continuation of the library opening hours for sustainability.
- Provide summer floral schemes and decorative schemes to improve the vibrancy of the centre of Kingswood.
- Provide a community grant scheme that enables local community groups provide and deliver projects, events, services for the benefit as many locals as possible.

4.0 ABOUT YOU

4.1 We are now wanting to build a great team and want to hear from highly motivated and creative individuals who have a passion for people and the wider community with a “can-do” attitude, with a desire to improve civic pride.

4.2 You will be an enthusiastic, motivated individual who is adaptable, organised and has excellent communication skills. You would be joining the council at an exciting time, as the role takes shape and develops and where you can really put your personal stamp and influence on the direction of this fledgling council.

4.3 Your need to be an ambitious person who is not limited by the confines of a job description. You will need to work in a hybrid mode, as we currently do not have an office space, but intend to acquire a public building. You should want to network with other local councils and authorities, to attend training courses and seminars, and to develop your skills.

4.4 You don’t necessarily have to come from a Local Government background, but you should be highly organised, possess excellent inter-personal and IT skills, and be quick and keen to learn. Previous experience of organising events, successful project delivery and a commitment to providing excellent customer care at all levels are also key to this role.

4.5 More than anything we want someone who is ambitious, creative, honest and wants to be working in a fast paced and exciting council, to achieve its objectives to bring benefits to the people to Kingswood.

5.0 ABOUT THE ROLE

5.1 As Community Engagement, Events and Projects Officer you will support the council by delivering community engagement and a programme of events to support the council's vision. The role will require liaison with residents and stakeholders, to understand the needs of the community and deliver solutions to meet those needs.

5.2 You will support the town clerk to achieve the town councillors’ vision, developing several tangible projects that are still in their infancy.

5.3 You will also provide engaging publicity to illicit support for the council and local events, as well as monitor its effectiveness, and post event feedback for the purpose of improvement,

5.4 The post holder will receive some general supervision from the town clerk at a weekly meeting but is expected to work largely on their own initiative, with support when required. As there is currently no office space the post holder will need to work in a hybrid manner but meeting the town clerk and other team members on a regular basis in a hired public space, with the expectation that those meetings are weekly and attendance is required. When the council acquires a public building, for the hybrid arrangement to be renegotiated.

6.0 JOB DESCRIPTION: COMMUNITY ENGAGEMENT, EVENTS AND PROEJCTS

6.1 In response to the town council’s strategic vision and objectives, to develop and implement a strategy of community engagement, applying the Asset Based Community Development Model, that positively enhances the opportunity for residents to shape and participate in activities and events in Kingswood.

- 6.2 To undertake research to seek out and engage with key stakeholders and volunteers, to illicit their support and maximise opportunities to improve long term community engagement, involving them in town council projects to develop a sense of pride in Kingswood.
- 6.3 To research, develop and create proposals for creative workshops, festivals, events and activities, in consultation with the town clerk and the Communication and Future Projects Working Party.
- 6.4 To organise and publish an annual calendar of public events that appeals to the widest community, to enhance the opportunities for residents to get involved,
- 6.5 To design, create and deliver a marketing strategy to support the community engagement and events activities, using a number of mediums.
- 6.6 To design, create and implement high quality communications, marketing and promotional material and campaigns that support the delivery of council events and projects, providing regular feedback to the council on their effectiveness.
- 6.7 To identify and capitalise on opportunities to gain positive media coverage.
- 6.8 To develop a library of stock imagery that can be used in marketing material.
- 6.9 To design, create and deliver public consultations when seeking public comments on council projects.
- 6.10 To lead on the management of events led by or involving the council: Remembrance Day, Christmas and other seasonal activities, as well as national awareness days and any other events that requires organisation.
- 6.11 To work within an overall annual events budget, ensuring that funds are allocated proportionally for public benefit, and that all appropriate costs for marketing, staffing, insurance, equipment, services and support are included, providing relevant reports to the town clerk, working party and council.
- 6.12 To seek opportunities for further income generation from grant funding or sponsorship, as well as negotiate terms for events.
- 6.13 To attend events that the town council is supporting and manage any stalls that the council might operate, including post event activities.
- 6.14 To ensure that town council events comply with the prevailing regulations and safety advice, ensuring that risk assessments are in place, and that the appropriate insurances are active.
- 6.15 To publish a monthly “What’s On” in Kingswood Guide
- 6.16 To develop a suite of policies that provides the necessary governance to those who are supporting the town council in a volunteer capacity.

OTHER RESPONSIBILITIES

- 6.17 Carry out other duties relevant to this post that may be reasonably required to support the operational needs of the council, including supporting other members of staff.
- 6.18 Attend evening meetings and occasional weekend work, as well as events that fall at weekends and outside of office hours and maintain a flexible approach to working hours.
- 6.19 Carry out all duties in accordance with the town council's adopted policies.
- 6.20 Actively support the council's policies in relation to Dignity at Work, Equal Opportunities, Disability Discrimination and the Health and Safety at Work Act 1974
- 6.21 Work within a multi-disciplinary team and work on your own initiative.
- 6.22 Work with councillors and the staff team in a supportive and courteous manner.
- 6.23 Actively and positively contribute to a personal development programme.

7.0 PRINCIPAL TERMS OF EMPLOYMENT

The detailed terms of employment will be confirmed in a written contract which will be issued in advance of the first day of employment.

- 7.1 Job Title: Community Engagement, Events and Projects Officer.
- 7.2 Salary: The role is banded between Spinal Column Point 24 (£33,024) and 28 (£36,648) for full time and you will progress through this range on annual increments. The pay scale is set nationally and adjusted annually.
- 7.3 Pension: You will be enrolled in the Local Government Pension Scheme.
- 7.4 Holiday entitlement: You will be entitled to 25 days of annual leave, in addition to bank and public holidays (pro rata).
- 7.5 Hours of Work. The role is either full-time, or reduced hours if the application can demonstrate their suitability for the role but would prefer to work no less than 28 hours per week. There is flexibility within the role to work a pattern that suits the individual, adhering to some agreed core hours. In addition, attendance at events and meetings outside the standard working day will enable the incumbent to take time off in lieu, at a time that is convenient.
- 7.6 Place of Work. Due to the council not having an office space, you will be expected to work in a hybrid manner, with a weekly in person meeting with other team members, as well as attendance at events and council meetings.
- 7.7 Reporting Chain: You will report directly to the Town Clerk but will also report to the Communications and Projects Working Party, as well as from time to time providing reports and attending other council and committee meetings.
- 7.8 Probation: The post is subject to a six-month probation period.
- 7.9 Training: Suitable and relevant training will be available at the end of successfully completing the probation period.

7.0 PERSON SPECIFICATION

Essential Qualities and Desirable Qualities

	Essential	Desirable	Evidence
Experience			
Minimum of five years' experience as the lead officer managing events	yes		Application Form
Experience of researching and producing project documentation to a high standard		yes	Application Form
Proven experience of managing a variety of projects at the same time	yes		Application Form
Proven experience of identifying stakeholders and working with community groups	yes		Application Form
Proven experience of implementing the Asset Based Community Development model		yes	Interview
Proven experience of facilitating public meetings and workshops	yes		Application Form and interview
Proven experience of completing funding bids and grant applications		yes	Application Form
Qualifications and Training			
Five GCSEs (including Maths and English) or equivalent NVQs	yes		
Educated to degree level or equivalent		yes	Application Form
Relevant local government qualification		yes	Application Form
Relevant professional qualification		yes	Application Form
Willingness to work towards other relevant qualifications		yes	Interview
Knowledge and Skills			
Good numeracy skills and ability to understand/ interpret data	yes		Application Form
Experience of reviewing and tracking workplans and budgets	yes		Application Form
Website and social media platform skills	yes		Application Form
Photography and video skills		yes	Application Form
Ability to juggle competing workloads and demonstrate good time management	yes		Application Form
Ability to communicate with a wide range of people including councillors, colleagues, partners and the public	yes		Interview
The ability to problem solve and apply innovative solutions	yes		Interview
Personal Qualities			
A "Can-Do" attitude	yes		Interview
To have an adaptable and flexible approach to work and working hours	Yes		Interview
Team player, innovative, supportive, motivated and flexible	yes		Interview
Confident to deliver presentation in a public forum	yes		Interview
Tactful, diplomatic, respect for confidentiality	Yes		Interview
Clean and full driving licence	yes		Application Form