



CHICHESTER CITY COUNCIL

Job Description

Post Title: Committee and Communities Officer

Reporting to: Town Clerk

Duties and Responsibilities

1. To be the first point of contact responsible for Committee and Working Group meetings, including preparing agendas, papers, and minute-taking and maintenance of attendance and minute books.
2. To coordinate actions arising from the City Council Committees, sub-committees and working groups.
3. In conjunction with the Property Manager, develop a strategy to help the City Council meet its net zero commitment.
4. Work with local community groups to enhance City Council involvements and support and develop strategies to report to the relevant committees or working groups.
5. To assist other colleagues in support of actions arising from the Council's actions in tackling the climate emergency.
6. Assist with other projects and events as and when they arise.
7. To liaise with Community Partnership Groups and feedback where necessary.
8. To prepare and research information to support the Council's decision-making, including identifying funding sources for proposed project works.
9. Assist the Member Services Support Officer with organising the selection of committees, sub-committee and outside representatives and maintaining up-to-date records of these appointments.

10. To assist the Member Services Support Officer (TBC) with the production of the annual meeting calendar and regular event scheduling.
11. To maintain high standards of work and performance, with a keen eye for detail.
12. To communicate effectively with the community, councillors, staff, and other stakeholders to ensure clarity and transparency.
13. To be a team player.
14. To assist with other project and events and perform such other duties as the Council may require from time to time

Person Specification

Essential

1. Experience of successful project management and delivery
2. Awareness and understanding of the climate emergency and other environmental issues.
3. Awareness and understanding of community-based issues and working with and supporting community groups and initiatives.
4. Self-motivated and able to work under own initiative
5. Excellent organizational skills
6. Awareness of the role of the City Council in the local government
7. Excellent oral and written communication skills
8. Ability to present sound, well-presented advice to a variety of audiences
9. Good IT skills, including word processing, emailing, and the ability to quickly pickup skills for any project-specific software
10. Willingness to service Committee and Working Group meetings, including report writing and note-taking
11. Flexibility in order to attend occasional evening meetings
12. The ability to operate with impartiality in a political environment
13. Educated to A level (or equivalent) or above.

Desirable

14. Project management or related qualification
15. Experience of delivering community based projects.
16. Experience of delivering projects related to the climate emergency and environmental issues
17. Some experience of climate emergency and / or transportation project management
18. Experience working with the different tiers of local government
19. Experience of servicing committees and minute-taking