



Chichester City Council

Job description

Post title: Communities Officer

Reporting to: Council Services and Support Manager

Duties and responsibilities

1. Co-ordinate relevant actions arising from the City Council Committees, sub-committees and working groups.
2. Assist other colleagues in support of actions arising from the Council's actions in tackling the climate emergency.
3. Together with appropriately certified Officers, 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. Liaise with Community Groups and feed back to Council and Committees as appropriate.
6. Research and prepare information to support the Council's decision-making, including identifying funding sources for proposed community project works.
7. Co-ordinate and convene City Council sponsored sector based and broader based community group liaison meetings and report back to Committees as appropriate on discussions and proposals.
8. Be aware of, and proactively work with, community groups and the wider community in Chichester to bring forward projects and proposals for consideration by the City Council.
9. Communicate effectively with the community, councillors, staff, and other stakeholders to ensure clarity and transparency.
10. To provide administrative support to the Community Affairs Committee, and Council and other Committees, Sub-Committees and Working Groups as required.
11. To assist the Council Services and Support Manager with the administration of meetings involving Council and Councillors as required, including the production of agendas, reports and minutes for, and attendance at, the Community Affairs Committee, and Council and other Committees, Sub-Committees and Working Groups as required. This may involve flexible working covering evenings and weekends.
12. In conjunction with the Council Services and Support Manager, recording all actions arising from meeting decisions and ensure their scheduling and/or allocation to appropriate internal or external resources.
13. Working flexibly and assisting the Council team in delivering an effective support service.

14. Maintain high standards of work and performance, with a keen eye for detail.
15. Be a team player.
16. 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 organisational skills.
6. Awareness of the role of the City Council in the local government hierarchy.
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 as required for any project-specific software.
10. Willingness to service Committee and Working Group meetings as appropriate, including report writing and note-taking.
11. Flexibility in order to attend evening meetings.
12. The ability to operate with impartiality in a political environment.
13. Educated to A level (or equivalent) or above.

Desirable

1. Awareness of and experience in Project management and/or a related qualification.
2. Experience of delivering community based projects.
3. Experience of delivering projects related to the climate emergency and environmental issues.
4. Some experience of climate emergency and/or transport related project management.
5. Experience working with the different tiers of local government.
6. Experience of presenting to formal committees and other outside organisations.
7. Experience of cross-sector partnership working.