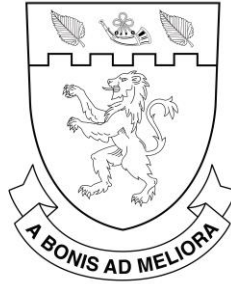


HUNTINGDON TOWN COUNCIL



JOB DESCRIPTION

POST TITLE:	Communities Officer
GRADE:	SCP 18-23. 25hrs per week. 10am to 3pm Monday to Friday
PURPOSE OF JOB:	To assist the Assistant Town Clerk and Centre Manager with the following: Community development, Huntingdon in Bloom and the day to day running of the Coneygear Centre & Park Responsibilities include assisting the Centre Manager with marketing and promoting the Centre's and Park's availability for hire; Coordinating activities/linking in with partners for Huntingdon in Bloom and the RHS Community Garden at Coneygear Park
ORGANISATIONAL	The postholder will be responsible to the Assistant Town Clerk & Centre Manager, as Line Manager or to the Town Clerk in the Manager's absence. The post holder will have regular contact with hirers and other visitors to the centre and park, the general public and will liaise with the cleaning/caretaking staff during and after shifts to ensure a smooth changeover.
PLACE OF WORK:	Mainly based at the Coneygear Community Centre, however, occasional working at other Town Council offices, with an element of hybrid working

DUTIES AND RESPONSIBILITIES

1. To assist with the day to day running of the Coneygear Centre, Coneygear Park and Cleaning/Caretaking Staff; to oversee the following general responsibilities:
2. To ensure the compliance with all or any conditions relating to any licence and/or insurance cover which may be necessary to cover any activity at the Centre or Park

3. To oversee and maximise the hiring of the Centre and Park; or any part of it primarily for use by community groups or for any approved commercial use, for elections for any other approved purpose.
4. To ensure a smooth changeover between hirers and to act as a point of contact for representatives of user groups to manage their needs in connection with the hire of the centre.
5. To act as a key-holder and undertake duties which ensure the general security and safety of the building, allowing access for users and ensuring the building is secure when unoccupied. To set and unset alarms as appropriate.
6. To ensure the cleanliness of the Centre and the provision of facilities which comply with relevant legislation, such as Health & Safety.
7. To undertake cleaning duties as and when required to ensure the building remains clean at all times.
8. To advise hirers on conditions of hire, location of cleaning implements, location of lighting controls, fire exits, and any specialist facilities available to them.
9. To be responsible for ensuring that hirers adhere to the conditions of hire, particularly with regard to time, cleanliness of the centre and facilities used and to report any difficulties to the Centre Manager.
10. Sourcing new hirers
11. Initiatives to encourage residents to use the library, internet suite and community cafe
12. To operate heating and lighting controls for the comfort of hirers and to ensure efficiency in the use of energy at the Centre.
13. To deal with enquiries received for bookings or other matters at the Centre by telephone, e-mail or post in the Managers' absence.
14. To build relationships with residents, community groups, schools, and the voluntary sector to encourage partnership working with various activities around town
15. Bring together new and existing local communities
16. Developing an infrastructure of local community groups and initiatives that will be self-sustainable into the future
17. Researching and apply for community grants to enhance projects/activities at the park/centre and to liaise with the Communications Officer to promote events/activities/opportunities taking place at the park/centre.
18. To undertake any other duties or responsibilities commensurate with the grade as may be from time to time directed by the Centre Manager & Assistant Town Clerk.
19. To undertake any duties and responsibilities which may properly be required by and agreed with the Town Clerk in pursuance of the Council's functions.

Signed :

Date :