

## DRAFT Job Description

Position Title	Development and Engagement Manager
Location	Saltash Town Council – The Guildhall
Reporting to	Town Clerk / Responsible Finance Officer
Hours	Full Time - 37 per week variable but generally 9am to 5pm Monday to Friday, subject to your attendance at evening meetings, civic events and projects as required
NJC Grade	29 – 32 dependent on skills and experience

### Job purpose:

To collaborate with the Town Clerk/RFO on the day to day operations of Town Council projects and funding opportunities working within the business plan to meet the strategic priorities of the Council.

The role will primarily be to source funding opportunities and preparing applications to a range of funders in order to secure financial support for a variety of projects.

To prepare and submit well written applications based on information provided by the Town Councillors, staff, as well as key stakeholders.

In liaison with the Town Clerk/RFO advise the Town Council of relevant funding opportunities and projects.

The Development and Engagement Manager will be a member of the Senior Management Team and will cover some duties of the Town Clerk and represent them when absent from the office.

### Key Responsibilities:

1. To deliver and lead partnerships and funding strategy in line with the business plan goals.
2. To develop and deliver an annual community engagement and fundraising activity plan for the Council reporting to the Town Vision Sub Committee.
3. Proactively grow, develop and manage Town Council funding opportunities and projects for the betterment of Saltash.
4. To gather evidence to complete pre-qualification funding questionnaire to develop into funding applications.
5. To be responsible for researching and preparing documents which are designed to receive project funding for the Council.
6. To identify ways in which the Town Council can further strengthen its relationships with the community, key stakeholders and external contractors.

7. To oversee funding awarded against expenditure up to the end of the project agreement working closely with the Responsible Finance Officer (RFO) and Finance Officer.
8. To review and comply with all Grant Funding Agreements working closely with the Town Clerk/RFO.
9. To monitor the delivery of all work programmes reporting on a regular basis to the Town Clerk/RFO and where appropriate the Council and key stakeholders.
10. To provide comprehensive reports (including financial) at the initial stage of any funding opportunity, through to completion of a project reporting directly to the Town Clerk/RFO, key stakeholders and the Town Council.
11. To attend relevant Town Council meetings as directed by the Town Clerk.
12. To identify areas where best practice, income generation and cost saving initiatives can be implemented.
13. To ensure the Town Clerk is up to date with partnership and funding progress and involved where appropriate in attending meetings and events.
14. To manage the production of consultation projects working with the Communications and Engagement Officer to deliver and present results.
15. To obtain quotes for goods and services working within the Town Council procurement process for projects.
16. To work in collaboration with colleagues across the Town Council departments to ensure effective communication of plans and progress.
17. To actively contribute towards the overall organisational strategy to embed a funding culture across the Council.
18. To ensure that all funded processes are compliant with GDPR and Funding Regulator requirements and consistently refresh your knowledge in relation to this.
19. To operate in accordance with the diverse needs of the community to ensure equal access to service.
20. To be an advocate for the Town Council business plan.
21. To attend the senior management meetings, contributing towards the shared goal of achieving organisational excellence.
22. Contribute to the business plan for both the implementation of the current business plan and the devising of the new business plan in the future.
23. To play an active role as a line manager in role modelling the behaviours and core values of the Council.

24. To line manage the Communications and Engagement Officer providing inspiring leadership, guidance and mentoring support including setting quarterly and annual objectives, carrying out 1:1s as required and completing annual performance review.
25. Be proactive in identifying opportunities for learning and professional development to ensure continuous improvement.
26. To provide cover for staff (where trained to do so) when required and directed by the Town Clerk/RFO.
27. To work in accordance with the Town Council's policies and procedures.
28. This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform.
29. The job description will be reviewed as necessary and may be changed in the light of experience and in consultation with the post-holder.
30. To be responsible for security of premises, including safe custody of premises keys, safe keys, and setting of security alarm when necessary.

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