



Wincanton For the Future Project and Development Co-ordinator

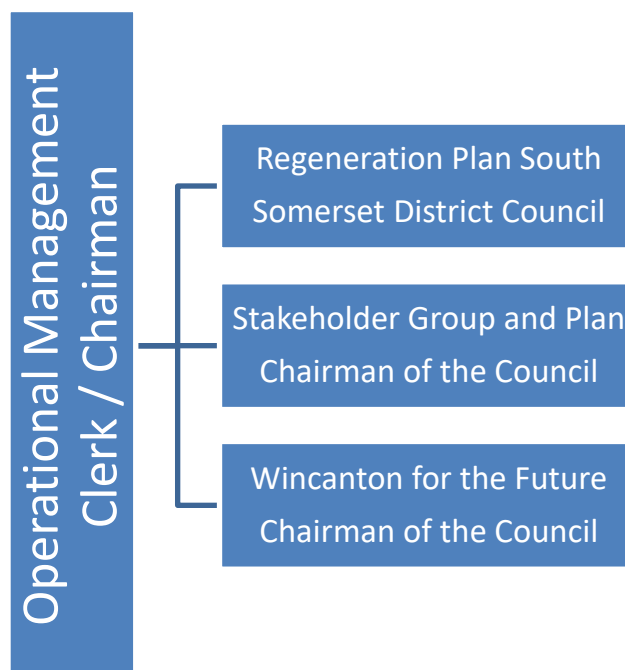
To assist the Wincanton Town Council to improve, support and develop community-led projects by providing practical administrative, research and organisational support.

Summary of Responsibilities and Duties of the Job

1. To act as a contact point for businesses and local organisations supporting and assisting them to access appropriate support for projects.
2. To be the first point of contact for prospective grant applicants, supporting and advising on grant availability and signposting to other sources of funding.
3. To prepare and research information, grant funding and support the submission of external grant funding applications in relation to regeneration and community development projects.
4. To design, develop, produce and co-ordinate marketing, press releases and publicity initiatives including the distribution of posters, flyers, newsletters, leaflets, forms, questionnaires and other publicity through social media and consultation material.
5. To produce content and statistical information for committee reports, grant applications in partnership with key stakeholders and produce regular grant returns to external funders.
6. To take responsibility for the day-to-day administration and monitoring of relevant budget.
7. To attend, co-ordinate and support the Chair of the Wincanton Stakeholder Group, Wincanton for the Future and Regeneration Officer at events and public consultations and engagement events.
8. To arrange meetings, including booking venues/equipment, preparation of agendas and support papers. Take, produce and distribute minutes and project notes as required. Track actions to maintain progress and escalate when required.

9. To analyse and interpret data and produce detailed reports from a variety of consultation techniques. Consider opportunities to access or capture data/business intelligence to inform plans, programme and projects.
10. To research information and best practice relating to Community Planning, coordination of activities and regeneration programmes and projects from local, national and international sources and to access local statistical data from internal and external sources. This includes Volunteering networks and Social Action opportunities working with Spark, The Balsam Centre, local community-based activities to include CATCH and those linked to the workstreams held in the Wincanton for the Future Plan.
11. To carry out other duties appropriate to the level of the post as required.
12. The Project and Development Co-ordinator will be matrixed managed, operationally line managed by Wincanton Town Clerk and when absence Chairman of Wincanton Town Council. Strategic planning and delivery will be provided by the Chairman of the Council and where required Regeneration Manager South Somerset District Council.

Line Management



Person Specification

This is a specification of the Qualifications, Skills, Experience, Knowledge, Personal Attributes and Other Requirements which are required to effectively carry out the duties and responsibilities of the post (as outlined in the Job Description).

Requirement	Essential / Desirable	How Assessed
Specialist knowledge acquired through training and/or experience	E	Certificates and Application form
<p>KNOWLEDGE</p> <p>Current knowledge of Local Government</p> <p>Demonstrable specialist skills, knowledge and experience in:</p> <ul style="list-style-type: none"> - Partnership working - Project management - Change management - Stakeholder involvement - Community development and planning - Successful grant applications 	<p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p>	Interview and Application form
<p>SKILLS & ABILITIES</p> <p>Able to demonstrate highly developed communication skills, both written and verbal.</p> <p>IT literate and competent in the use of standard IT applications within Microsoft Office and Outlook.</p> <p>Presentation skills both written and verbal</p> <p>Ability to work as part of a “virtual team” with other key partners</p> <p>Proven achievements in implementing innovative solutions.</p> <p>Listens to others’ views respecting and valuing individual needs.</p> <p>Excellent organisational skills, ability to manage own time and plan timed activities.</p> <p>Ability to record and retrieve information on paper/electronic records as appropriate.</p> <p>Project management experience</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	Interview and Application

Experience of successful grant applications	E	
Experience of stakeholder engagement.	E	
Act in a way that support equality and diversity.	E	
COMMUNICATION SKILLS		Interview & Application
Evidence of a good standard of Literacy / English language	E	
Evidence of communication skills with the ability to communicate complex, sensitive, contentious information.	E	
PHYSICAL SKILLS		Interview and Application
Self-starter able to demonstrate innovation and a strong determination to succeed	E	
Ability to adapt to accommodate the needs of the situation	E	
Ability to work effectively in collaboration with partners and maintain effective multidisciplinary working relationships	E	
Demonstrable skills in written and spoken English, adequate to enable the post holder to carry out the role effectively	E	
TRAVEL		
To attend training and to deliver the role objectives	E	