

September 2019

Re: Project Officer vacancy – Henley Town Council

Thank you for your interest in the Project Officer position at Henley-on-Thames Town Council.

Attached are further details about the post, including a job description and person specification.

If you would like to apply, please submit your CV and a covering letter. The covering letter should state why you are interested in the post, and should address how you feel you meet **each aspect** of the person specification criteria.

The closing date for applications is **Friday 11th October 2019 at 1pm.**

It is anticipated that interviews will be held the week beginning 21st October 2019.

For more information, please contact the Deputy Clerk, Cath Adams, on 07801 594121 or email c.adams@henleytowncouncil.gov.uk.

We look forward to receiving your application.

Yours sincerely,



Sheridan Jacklin-Edward CertHE BA(Hons) MA PSLCC
Town Clerk

PROJECT OFFICER

Position: Project Officer	Salary: £25,295 to £28,785
Reports to: Deputy Clerk	Hours: Full time (37 hours per week)
Contract type: Fixed term to 31 st March 2020 (with the possibility of extension)	
<p>About the Council</p> <p>The Town Council represents the thriving and picturesque Henley-on-Thames, bordered by both the Chilterns and the River Thames. Henley is renowned for its beautiful market town facilities, its sporting achievements, and an ever-growing programme of cultural and recreational events.</p> <p>The Town Council is the first tier of local government, with 16 councillors and a staff of c.30. We are one of the busiest town councils in the country, providing a wide range of quality services including parks, recreation grounds, open spaces, sports and arts facilities, allotments, cemetery, moorings, car parks, a visitor information service, and community buildings. We also have an extensive property portfolio and significant financial investments.</p> <p>We are a very ambitious town council, dedicated not only to fulfilling our statutory functions, but leading on a wide range of projects and services to benefit the community. Amongst our current projects, the Council is reviewing its Neighbourhood Plan; developing a transport strategy, including a new bus service and measures to improve parking and traffic in the town centre; leading on a scheme to improve sustainability and reduce carbon emissions throughout the town; and working on a project to create a new sports pavilion, pitches, parks depot, and more affordable housing for the town.</p>	
<p>Purpose of the role</p> <p>The successful candidate will be an essential part of our dedicated and community-focussed team, with responsibility for taking the lead on delivering several of the above mentioned projects. They will work in partnership with other staff, councillors, principal authorities, and volunteers to identify the needs of the community, create project plans, and deliver the final schemes.</p>	

Duties and responsibilities

1. To lead work on projects emerging from the Transport Strategy Group, particularly in relation to air quality mitigation and monitoring.
2. To assist with the progression of the Neighbourhood Plan review.
3. To help promote and increase the long-term sustainability of the relatively new town bus service.
4. To take on other projects as they arise.
5. To prepare and research information to support the Council's decision-making.
6. To help in servicing committee and working group meetings, including preparing agendas, papers, and minute-taking.
7. To maintain high standards of work and performance, with a keen eye for detail.
8. To communicate effectively with the community, councillors, staff, and other stakeholders to ensure clarity and transparency.
9. To 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. Self-motivated and able to work under own initiative
3. Excellent organizational skills
4. Awareness of the role of the Town Council in the local government
5. Excellent oral and written communication skills
6. Ability to present sound, well-presented advice to people with varying degrees of subject knowledge
7. Good IT skills, including word processing, emailing, and the ability to quickly pick-up skills for any project-specific software
8. Willingness to service committee and working group meetings, including report-writing and note-taking
9. Flexibility in order to attend occasional evening meetings
10. The ability to operate with impartiality in a political environment
11. Educated to A-level or above

Desirable

12. Project management or related qualification
13. Experience working with the different tiers of local government
14. Experience of fundraising
15. Experience of servicing committees and minute-taking
16. A full driving licence and car

Further details

The hours of work are 37 per week, normally during office hours, although with occasional evening commitments. The position is currently for a fixed-term, ending 31st March 2020. However, there is the potential for this to be extended.

The Town Council is an equal opportunities employer and committed to good staff welfare. This includes flexible working arrangements and, in line with the Equality Act 2010 s19, applications will be considered from candidates wishing to be considered for part-time only employment, and will be judged on merit.

The Town Council also offers a very generous pension scheme.

The position is based at the Town Hall in the centre of Henley, close to all local amenities.

For more details, or to discuss the position, please contact the Deputy Clerk, Cath Adams, on 07801 594121 or email c.adams@henleytowncouncil.gov.uk.

The closing date for applications is 1pm on Friday 11th October 2019.