

Lancaster City Council - Job Description & Person Specification

Job Title:	Engagement and Development Assistant	Grade:	GG57	Job Code:	LCC510
Service/Team:	Environment & Place / Public Realm	Role Type: *Delete as appropriate	Comm/fixed	Reports to:	Public Realm Supervisor – Parks & Open Spaces
Line Manages: *Title/s & LCC Code	n/a				

Job Overview
<p>The Engagement and Development Assistant will assist the Engagement and Development Officer with planning, administering, and supporting with the following projects and work streams:</p> <ul style="list-style-type: none"> • The application of external funding applications • Comment as a statutory consultee on planning applications to secure increased levels of funding through planning contributions • To work with partners including community groups, friends of groups, other services and external partners and agencies to increase, develop, improve and maintain use of public open space. • Work closely with volunteer groups to support improvement to parks, open spaces and the wider public realm, to include participating in meetings, workdays and promotions.
Direct Responsibilities
<ul style="list-style-type: none"> • Act as an advocate for parks, open space, sport and recreation to ensure the importance of open space development opportunities. Also providing advice and support to officers, managers and councillors. (This should be based on the strategic evidence gathered, current policies and an understanding of practical implications). • To support the Engagement and Development Officer in completing consultation responses and planning notes for the Public Realm department in line with the districts need highlighted through strategy? • To work with internal services to deliver strategies required to evidence gaps in provision and support external funding opportunities (Play Pitch Strategy, Open Space study). • Support the Engagement and Development Officer to seek sources of external funding to develop / improve the public realm (Sec 106, heritage lottery funding, Football Association grants, Forestry Commission, Woodland Trust) and have the ability to coordinate multiple funding streams at once. • Support the Engagement and Development Officer in all aspects of any council funding provision which links to parks and open spaces e.g. Making Spaces Fund

Lancaster City Council - Job Description & Person Specification

- Support the Engagement and Development Officer in any consultations as required with a range of stakeholders using a variety of techniques (questionnaires, practical session, school projects, etc.)
- To provide administration support on the procurement of works or advice; including preparation of tender documents as required or coordination of consultants, engineers etc.
- To support the Engagement and Development Officer in engaging with internal and external stakeholders to support the delivery of projects in line with the climate change emergency and the department's ambitions for improving the health and wellbeing of our residents and draw funding for delivery where available.
- Have the ability to forge and maintain positive working relationships with internal and external partners to achieve the councils' ambitions e.g. National Lottery, English Football Association, Forestry Commission, Woodland Trust, Keep Britain Tidy, Lancashire Environmental Fund.
- Take a lead in ensuring regular recruitment drives are undertaken to engage the communities and increase the number of volunteer groups in our parks and open spaces
- Monitor and report the number of volunteer groups and hours relating to corporate key performance indicators.
- Work with internal services to offer positive messages about our community groups through press releases and social media.
- Assist and coordinate Friends of group's events within the council's parks and open spaces.
- Support the Engagement and Development Officer in planning and delivering community workdays across the district including, corporate volunteering, community litter picks, weed pulls and tree planting including, risk assessments, method statements, insurance and personal protective equipment.
- Assist with managing accountable body responsibilities - for grants where groups are unable to undertake this requirement
- Assist with the management of Service Level agreements, Contracts and monitoring of the council's allotments.
- Using health data with partners, target increased use of open spaces by those who would benefit most by increasing their physical activity levels.
- Assist the council's housing team, ASB team, Community Connectors, the C&YP officer and the Police to develop a strategy for safe, inclusive, friendly recreational facilities in areas of public open space e.g. Ryelands Estate
- To have the ability to organise and prioritise a high and consistently changing caseload.

Lancaster City Council - Job Description & Person Specification

- To work with service colleagues to ensure the maintenance of outdoor recreational facilities managed by the Council is at the highest standard and to provide support to organisations who independently manage such facilities.
- To assist the Engagement and Development Officer in ensuring that project budget and expenditure is contained within approved targets.
- To assist the wider public realm team where areas of the service have been identified for improvement through operational support, performance review, including the formulation and initiation of service policies, procedures and improvement plans.
- To administer bookings for events on Council land ensuring the calendar and social media platforms are up to date
- Review and improve the Parks and Open spaces web pages ensuring they are up to date, accurate and attractive and to promote by creating posters and newsletters.
- Review existing booking procedures for football pitches, fishing permits, events and any other processes and make improvements looking to create as many online forms for these.

Primary Measurable Objectives

In line with the councils plan 2024-2027, the post holder will work towards the following objectives:

Access to Quality Public Spaces

- Keeping our districts neighbourhoods, parks, beaches and open spaces clean, well maintained and safe.

Community Engagement

- Ensuring local communities are active, engaged, involved and connected.

Primary tasks within the role that will help us achieve on the council plan:

- Act as an advocate for parks, open space, sport and recreation to ensure the importance of open space development opportunities. Also providing advice and support to officers, managers and councillors. (This should be based on the strategic evidence gathered, current policies and an understanding of practical implications)
- Maintain, analyse and interpret evidence to identify gaps in provision, this will enable specific actions to be taken to address these needs in line with corporate priorities (PPG17, Playing Pitch Strategies, use of GIS).
- To assist with consultation as required with a range of stakeholder using a variety of techniques (questionnaires, practical session, school projects, etc.)

Lancaster City Council - Job Description & Person Specification

<ul style="list-style-type: none"> Seek sources of external funding to develop / improve the public realm (Sec 106, heritage lottery funding, Football Association grants, Forestry Commission, Woodland Trust) and have the ability to coordinate multiple funding streams at once.
Staff Management Responsibilities
<ul style="list-style-type: none"> Not applicable

Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
Specialised Qualifications & Training	<p>5 GCSEs including grade C or above in English and Maths (equivalent or relevant experience).</p> <p>Strong IT skills including Microsoft Office.</p>		App Form, Interview, Certificate
Experience	<p>Experience in consultation.</p> <p>Administrative experience.</p> <p>Strong experience of working in a customer focussed environment with the ability to build strong relationships with customers and stakeholders.</p>	<p>Experience in the use of the Council's Keep Connected Engagement tool.</p> <p>Experience in creating posters and newsletters and updating social media.</p>	App Form, Interview
Job Related Skills, Knowledge & Abilities	<p>Ability to manage competing priorities and a high caseload of work projects.</p> <p>Ability to participate in gardening days and the use of hand tools.</p> <p>Ability to use social media platforms to engage with</p>	<p>Knowledge and use of the Council's Playing Pitch Strategy and Open Space Study.</p> <p>Interest in nature and biodiversity.</p>	App Form, Interview

Lancaster City Council - Job Description & Person Specification

	visitors and residents about the department.		
Personal Attributes Including Interpersonal & Communication Skills	<p>Ability to keep calm under Pressure.</p> <p>Ability to communicate with a diverse range of people</p>		App Form, Interview
Special Requirements/Other	<p>Working evenings and weekends to suit the needs of our stakeholders</p> <p>Clean and full UK driving licence.</p>		App Form, Interview

Lancaster City Council - Job Description & Person Specification

Additional information

Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

Lancaster City Council - Job Description & Person Specification

Employee Signature:		Print name:		Date:	
Manager Signature:		Print name:		Date:	