

**BRAUNSTONE TOWN COUNCIL**  
**JOB DESCRIPTION**

**JOB TITLE:** Deputy Chief Executive & Community Services Manager

**GRADE:** NJC Scale 29 – 31, up to 32 for CiLCA qualified or equivalent (from 1<sup>st</sup> April 2022: NJC Scale 37 – 40, plus one extra point up to 41 for CiLCA qualified or equivalent)

**RESPONSIBLE TO:** Chief Executive & Town Clerk

**RESPONSIBLE FOR:** Parks & Community Services staff, with direct Line Management responsibility for:

- Senior Groundsperson – Braunstone Town,
- Senior Groundsperson – Thorpe Astley,
- Assistant Groundsperson,
- Senior Library Officer, and
- Communications & Events Officer.

**PURPOSE OF JOB:**

1. Responsible for the management and operation of Parks & Open Spaces and Community Services (Social Inclusion, Community Development & Engagement, Library & Information Services, Crime Reduction and Promotions & Events), including delivery of the service to the required standards and responsibility for staff and operational budgets.
2. To deputise for the Chief Executive & Town Clerk in his/her absence, including acting as Deputy Proper Officer.

**KEY RELATIONSHIPS:** Chief Executive & Town Clerk, Resources & Facilities Manager, Councillors, Council Staff, strategic and local partners, community groups, customers.

**MAIN DUTIES:**

1. Service Manager for Parks & Open Spaces and Community Services, including responsibility for managing operational budgets, service and performance standards and for service development and improvement.
2. Responsibility for staff management within Parks & Open Spaces and Community Services, including recruitment and selection, training and development, dealing with sickness absence, grievances and disciplinary matters. To ensure adequate staff cover for events.
3. To ensure the effective running of the Council's Library, Information and Learning Services ensuring high standards of service is provided and developed.
4. To develop a co-ordinated and facilitating approach with partners, agencies and community groups to enable social inclusion, building on the Council's achievements as a community facilitator, by maximising play, recreation, leisure and sporting opportunities and encouraging the formation of new community groups and organising community activities at any of the Council's facilities.
5. To deputise for the Chief Executive & Town Clerk and the Resources & Facilities Manager as required. To ensure that the duties of Proper Officer are undertaken in the absence of the Chief Executive & Town Clerk.
6. To be responsible to the Council for the following project areas:-
  - a) Community Safety and Crime Reduction
  - b) Community Engagement and Consultation
  - c) Provision of high quality parks and open spaces

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- d) Provision and development of leisure, recreation, play and sporting facilities
  - e) Arts Development/Sponsored Entertainments Programme and other Events
  - f) Community Grants
  - g) Sports Development including, arranging Summer Sports Activities, Maintain and Review Directory of Sports Clubs, Provide Support for Sports Clubs and assistance with funding applications to improve sporting opportunities.
  - h) Summer Fete/Community Orchard Events/other major events
  - i) Promoting Community use of the Councils Community Centres and facilities.
  - j) Social inclusion, information & learning services
  - k) Equal Opportunities.
7. To develop and ensure the delivery of works, maintenance schedules and safety checks on the Council's Parks and Open Spaces.
  8. Responsibility for implementation of the Council's Pitches Policy and Procedure and for ensuring the effective management and allocation of sports pitches.
  9. To be a member of the Council's Officer Management Team working with the Chief Executive & Town Clerk and Resources & Facilities Manager to ensure the effective running of the Council and its services.
  10. To assist in the implementation, monitoring and review of the Council's Annual Report and Performance Indicators
  11. To co-ordinate major project work, in conjunction with the Chief Executive & Town Clerk on a project team basis with Councillors, staff and representatives from other agencies.
  12. To co-ordinate sponsorship and funding initiatives, such as lottery applications.
  13. To act as the Council's 'Designated Officer' responsible for the implementation and annual review of the Councils Child Protection Policy. Ensuring compliance with the Protection of Freedoms Act 2012 and Disclosure and Barring Service Schemes.
  14. To attend meetings of the Council, Committees, Sub-Committees, Working Groups and Advisory Panels, including provision of information, drafting reports and administrative support, as required.
  15. To supervise the maintenance of the Council's Website providing information about the Council's services, ensuring the Home Page, News, Crime Reduction, Community Development and 'What's On' pages, together with the Social Media Sites are refreshed at least three times per week.
  16. Any other reasonable duties that may be required by your Line Manager.

**REQUIREMENTS** Enhanced CRB Checks Required as the postholder is required to act as the Council's 'Child Protection Designated Officer'.

**SALARY/TERMS OF EMPLOYMENT:**

This is designated as a 'specified' politically restricted post under the terms of the Local Government Offices (Political Restrictions) Regulations 1990.

Employed within a salary scale which covers NJC Spinal Column Point Range 37 – 40, one additional point up to 41 for CiLCA qualified or equivalent.

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37 hours per week - Normal office hours are from 9am to 5pm but a level of flexibility is required due to the requirements of the job, attendance at meetings and at events and functions which are not within the normal patterns of work will be required. If the hours worked exceed 37, reasonable time off in lieu will be granted.

All other terms and conditions in accordance with the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (The Green Book). The employment will be subject to a probationary period of six months' satisfactory performance. Payment of salary by bankers transfer - monthly in arrears.

Braunstone Town Council is an Equal Opportunities Employer

<b>PERSON SPECIFICATION – DEPUTY CHIEF EXECUTIVE &amp; COMMUNITY SERVICES MANAGER</b>			
<b>KEY JOB REQUIREMENTS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>TESTING MECHANISM</b>
<b>QUALIFICATIONS</b> At least 5 GCSE including English Language and Maths	✓		Application Form
Formal qualification (preferably degree standard) in a leisure related field, planning, geography or a related subject		✓	Application Form
Certificate in Local Council Administration (CiLCA) or a willingness to obtain the qualification	✓		Application Form/Interview
<b>EXPERIENCE</b> Previous experience in a similar management role or environment	✓		Application Form
Experience or keen interest in at least one of the following fields :- Community Development, Parks and Open Spaces, Leisure, Youth Work, Community Safety, Sales/promotion		✓	Application Form
<b>KNOWLEDGE</b> Knowledge of Health & Safety and Equal Opportunities requirements in a Public Service/Customer focused environment	✓		Application Form/Interview
Advanced theoretical, practical and procedural knowledge in running a community facility and/or promoting community involvement and cohesion		✓	Application Form/Interview
Knowledge of Child Protection issues and Policies		✓	Application Form
Willingness to undergo training as the Council's designated officer responsible for the implementation of the Council's Child Protection Policy	✓		Interview
<b>SKILLS</b> Excellent communication and language skills, both written and verbal at all levels	✓		Application Form/Interview
Keyboard and IT skills including working knowledge of Microsoft Office applications (including Word, Outlook and Excel), and use of Internet		✓	Application Form/Interview
Ability to write and present clear concise reports to a range of audiences	✓		Practical exercise
Excellent leadership and motivational and skills	✓		Interview
A commitment to staff development and training	✓		Interview
Strong prioritisation skills and ability to manage own workload	✓		Interview
<b>PERSONAL QUALITIES</b> Ability to fit into a committed and focused team	✓		Interview
Self-reliant and self-motivated in achieving goals	✓		Interview
A strategic thinker	✓		Interview
Willing to work outside normal office hours including evenings and weekends and be able to attend meetings and events as required to meet the demands of the service	✓		Interview
Ability to maintain confidentiality and deal sympathetically with staff and members of the public	✓		Interview
<b>OTHERS</b> Holder of a Full Driving Licence		✓	Application Form
Willingness to work at any of the Town Council's Premises	✓		Interview