

# **Dunstable Town Council**

## **Community Services**

### **JOB SPECIFICATION**

<b>Job Title:</b>	High Street Heritage Action Zone (HSHAZ) Programme Assistant – Part Time
<b>Department:</b>	Community Services
<b>Responsible to:</b>	High Street Heritage Action Zone Manager
<b>Responsible:</b>	No-one
<b>Length of Contract:</b>	Fixed term contract until end of March 2024

#### **Main Purpose of Job**

To assist the HSHAZ Manager with the implementation of the Dunstable High Street Heritage Action Zone programme. Assisting with raising awareness and understanding of heritage/community-led regeneration projects and initiatives that will lead to stimulating local economic growth and celebrating Dunstable's rich history and heritage. Assist with the successful delivery of a wide range of projects, working with a wide range of stakeholders, including Central Bedfordshire Council.

#### **Key Accountabilities**

1. To assist with the implementation of the Dunstable HSHAZ programme, under the direction of the HSHAZ Manager.
2. Provide detail and information to the HSHAZ Manager for regular progress reports to the Council and Joint Committee (made up of Central Bedfordshire Councillors and Dunstable Town Councillors) and Historic England.
3. Support the HSHAZ Manager in achieving effective budget and information management and monitoring systems to fulfil the requirements of Historic England ensuring that expenditure, outcomes and outputs of the HSHAZ programme are effectively monitored and evaluated.
4. Provide support to the Cultural Consortium and any associated projects.
5. Support the promotion and publicity of the programme and associated projects. Using a variety of media, including the use of social media platforms, website .
6. Liaise and engage with heritage and community groups to encourage joint working and collaboration and promote training opportunities as part of the delivery of projects.

This will include working with a wide range of partners that reflect the diverse make-up of Dunstable in order to help develop the Council's cultural and community engagement offer.

7. Assist with the refurbishment of Priory House, liaising with lead professionals, contractors and Priory House management.
8. Assist with publicising and promoting the area and its role in stimulating local economic growth and regeneration in Dunstable.
9. Under the management of the HSHAZ Manager, work with all associated volunteers and the programme office in line with DTC policy and procedures.

## **PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of working in a team on complex programmes that include diverse projects and pieces of work.</li> <li>• Experience of working in multi-disciplinary teams.</li> <li>• Working in partnership to achieve joint objectives.</li> <li>• Experience of working with external consultants/contractors.</li> <li>• A proven track record in developing positive and effective working relationships with the voluntary and community sector.</li> </ul>	<ul style="list-style-type: none"> <li>• Some understanding of the key issues affecting local government.</li> <li>• Some understanding of the heritage, conservation and regeneration agenda.</li> <li>• Knowledge of funding organisations / grant schemes.</li> <li>•</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• High level of interpersonal and communication skills (written, verbal, persuasion, negotiation) to enable the post holder to work with volunteers.</li> <li>• Ability to work effectively under the directions of a line manager, whilst being creative and putting forward ideas and suggestions.</li> <li>• Strong ICT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to effectively use social media and other online platforms such as websites for communications and engagement.</li> <li>• Ability to motivate and encourage volunteers.</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• English and Maths GCSE A-C (or equivalent).</li> </ul>	
<b>Values:</b> Ability to demonstrate an understanding and apply our values which are embedded in all our roles.	<p><b>RESPECT</b></p> <ul style="list-style-type: none"> <li>• Value your colleagues, at all levels, in all service areas</li> <li>• Offer and be open to support</li> <li>• Have confidence to challenge appropriately</li> <li>• Display empathy through consideration and understanding</li> <li>• Exhibit ethical and social responsibility</li> </ul> <p><b>COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>• Be an active listener</li> </ul>	

	<ul style="list-style-type: none"> <li>• Clear and consistent clarity</li> <li>• Measured and appropriate</li> <li>• Regular and professional</li> <li>• Ensure it's timely, planning ahead and be aware of effects</li> </ul> <p><b>HONESTY &amp; TRUST</b></p> <ul style="list-style-type: none"> <li>• Be a role model</li> <li>• Be empowered, with confidence of support to deliver</li> <li>• Take ownership, hold your hands up and take responsibility</li> <li>• Be valued, don't doubt your own value</li> </ul> <p><b>TEAMWORK</b></p> <ul style="list-style-type: none"> <li>• Be adaptable, flexible and approachable to work together</li> <li>• Support your colleagues in all service areas</li> <li>• Be positive, proactive and use your initiative</li> <li>• Understand workloads, prioritise your own – the common goal</li> <li>• Encourage cross department working</li> </ul> <p><b>PRIDE</b></p> <ul style="list-style-type: none"> <li>• Have a 'can do' attitude</li> <li>• Always strive for success, want to achieve</li> <li>• Praise and show recognition to colleagues - Job Well Done</li> <li>• Say thank you</li> <li>• Lead by example</li> <li>• Understand your worth within the organisation – 'the bigger picture' – we all play apart</li> </ul>	
<b>Other factors</b>	<ul style="list-style-type: none"> <li>• Promote positive communication across the organisation, encourage constructive relationships and transformation of the way we work.</li> <li>• Attend meetings as required by your manager (a flexible approach to working hours).</li> <li>• Commitment to Partnership Working.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of council procedures</li> </ul>

**Complexity and Creativity**

This is a project-based role that will assist in the delivery a high-profile area of work that is part funded by external partners.

The post holder will be expected to represent the Council working with external partners from both other public sector bodies (Central Bedfordshire Council) and the voluntary sector.

The role will assist in delivering direct activities and events as well as co-ordinating and supporting the efforts of others.

This role requires the post holder to be able to work some evenings and weekends.

### **Judgement and Decisions**

The post holder will have to have the necessary judgment to balance their workload within their part-time hours and as a result be able to prioritise and communicate effectively. However, all decisions will be made under the guidance of the HSHAZ Manager, and will not be made directly by the post holder.

### **Contacts**

#### **Internal 50%**

Corporate Management Team, all Council staff.

#### **External 50%**

Contractors, representatives from partner organisation, members of the public.

### **Pay and Benefits**

#### **Salary**

Starting Salary £27,041 pro rata

#### **Annual Leave**

Annual leave will be in accordance with the NJC Conditions of Service.

#### **Pension**

The Council operates a pension scheme that meets the requirements of automatic enrolment. Subject to meeting the requirements of the scheme the post holder will be automatically enrolled in the Local Government Pension Scheme provided by the Bedfordshire Pension Fund and all information can be found on their website at [www.bedspensionfund.org](http://www.bedspensionfund.org)

#### **Working Hours**

The post holder will be required to work 10 hours per week.