



Job Description and Particulars of Appointment

1a. Details of Post

- Job Title: Shrewsbury Big Town Plan Partnership Programme Co-ordinator
- Post Number:
- Grade and SCP: Band 12
- Corporate Function: Economic Growth (Growth Programme & Strategy)

1b. Service Area & Team

The Shrewsbury Big Town Plan Partnership is a new collaborative approach in the way that Shrewsbury and its key partners are working together to plan, prioritise and deliver.

A focused and cohesive approach is fundamental to the delivery of the actions and priorities identified in the Shrewsbury Big Town Plan and this role provides the exciting opportunity to be part of this transformative and ambitious plan.

The three main partners Shropshire Council, Shrewsbury Town Council and Shrewsbury Business Improvement District who are co-ordinating their resources and skills to achieve this shared vision for the benefit of the town.

2. Level & Purpose of Post

As Programme Coordinator you will be responsible for the co-ordination, development and implementation of the programme of priorities and actions across the four key themes. The role will also be critical in developing and driving forward the partnership.

The post will be employed by Shropshire Council but will be jointly funded by the partners and will be a shared resource for the partnership and work from different locations as the role requires.

Developing relationships internally and with a range of external public, private and voluntary sector organisations to deliver key outcomes will be critical.

3. Key Responsibilities

The post holder will be:

Responsible to the Growth Programme & Strategy Manager, who is in turn responsible for the post holder's health and safety, training and development.

- Work collaboratively across the partners to co-ordinate and ensure collaboration for the success of the Big Town Plan
- Drive forward a programme of projects to deliver Vision set out in the Big Town Plan
- Ensure robust and clear communication across the partnership and with stakeholders on the programme of work for delivery of the Big Town Plan

4. Main Duties

- Work with the Big Town Plan partners to agree and setup appropriate governance structures and partnership arrangements;
- Foster excellent relationships with partners, individuals, groups and organisations in Shrewsbury;
- Work with partners to develop and deliver the Big Town Plan Communications Plan including the Big Town Plan website and social media channels;
- Set up thematic, project and partner meetings, workshops and events as agreed by partnership – taking appropriate notes and ensuring actions are followed up in a timely fashion;
- Setup a digital space for partners to communicate and collaborate on documents and plans;
- Work with partners to developing briefs and tender document for external consultancy as required by the Partnership;
- Manage the Big Town Plan Partnership Budget and report back to the partnership appropriately;
- In collaboration with Big Town Plan partners organise and co-ordinate an annual Big Town Plan showcase as part of the Darwin Festival each February;
- Work with partners to produce and distribute new documents and materials created by the partnership;
- Act as a Big Town Plan Champion and represent the Big Town Plan in external meetings, lobbying and communicating Big Town Plan priorities in relevant forums and consultations.

These duties are illustrative and not exhaustive. The post holder will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the Council.

6. Conditions of Service

- a) The conditions of service are those laid down by the National Joint Council for Local Government Services, as amended from time to time and as adopted by the Council.
- b) The post is based at Shirehall, Shrewsbury.
- c) This post is subject to the following:
 - The post is fixed for 3 years for 37 hours per week,
 - Normal office hours are 8.45 am – 5pm Monday to Thursday and 8.45am – 4pm Friday with a lunch break of 40 minutes, occasional evening work may be required.
 - The post is subject to the Council's annualised hours scheme as implemented within the specific work area.
- d) This post carries eligibility to join the Local Government Pension Scheme. Information about this and other pension options will be sent with any formal offer of appointment.
- e) Annual leave entitlement is pro rata for 27 days per year (as from 1 October 2011) plus additional days for long service. Bank holidays also apply. A concessionary day at Christmas Bank Holiday is at the Council's discretion.
- f) The appointment is subject to three month's notice in writing on either side.
- g) The appointment is subject to six months' satisfactory probationary service during which time the notice period will be one week on either side.
- h) Smoking is not allowed in Council buildings, in Council vehicles or in any Council place of work.
- i) It is a condition of your appointment that you provide a suitable vehicle for the performance of your duties and that this is readily available for use during normal working hours. You are entitled to claim for reimbursement of the costs of travel on council business at the agreed flat rate per mile.

8. Pre-employment Requirements

The appointment is subject to receipt of the following pre-employment checks;

1. Satisfactory employment references,
2. Medical report,
3. Evidence of the qualifications required for the post/listed on your application form,

Line Manager: Growth Programme and Strategy
Manager

Date: 5.4.19