



CLIMATE, EVENTS AND ENGAGEMENT MANAGER JOB DESCRIPTION

JOB TITLE	Climate, Events and Engagement Manager
ACCOUNTABLE TO	Ashington Town Council
RESPONSIBLE TO	Executive Officer / Responsible Financial Officer (EO/RFO)
CONTRACT	Permanent, Full Time (37 hours per week)
SALARY	LC2 (SCP 29–32) £39,862 to £42,839 per annum
LOCATION	Ashington Town Council Offices

JOB PURPOSE

The Climate, Events and Engagement Manager will take lead officer responsibility for the Council's community services portfolio, including climate action, events commissioning and delivery, community engagement, grant funding, and civic support. The postholder will manage this portfolio in its entirety — its budgets, programmes of work, commissioned contracts and providers, and associated risk — reflecting the seniority and accountability of the post within the Council's officer structure.

The postholder will assist the EO/RFO in ensuring that the Council meets its strategic objectives by providing high-quality delivery, administrative support, and well-researched advice across the portfolio. During the first twelve months in post, the focus will be on embedding in the climate, events, and engagement work while gaining a grounding in core clerking tasks under the direction of the EO/RFO.

The post carries a structured development pathway toward the Certificate in Local Council Administration (CiLCA). On completion of CiLCA, the grading of the post and any deputising responsibility will be reviewed by the Council (see Professional Development and Development Pathway below).

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Strategic Leadership - Community Services Portfolio

Climate Action: To lead on the development and implementation of the Council's climate action strategy, including project delivery, monitoring of climate budget expenditure, and reporting on environmental initiatives.

Community Engagement and Communications Strategy: To develop, implement and continuously improve a comprehensive community engagement strategy that builds on the existing communications strategy, ensuring the Council connects effectively with all residents and stakeholders through diverse channels and formats.

Publicity and Communications Development: Working in close collaboration with the Administration and Communications Officer, to develop and enhance the Council's engagement across all platforms including online (website, social media, digital newsletters), written communications (printed newsletters, noticeboards, leaflets), and face-to-face methods (community meetings, consultations, events).

Content Strategy and Quality: To establish and maintain high standards for all Council communications and engagement materials, ensuring content is accessible, engaging, relevant, and reaches all sections of the community including those digitally excluded.

Consultation and Feedback: To design and deliver effective consultation processes using appropriate methods (online surveys, public meetings, focus groups, written responses), ensuring residents have meaningful opportunities to influence Council decisions.



Communications Coordination: To work with the Administration and Communications Officer in implementing the communications strategy, coordinating content creation, managing publication schedules, and monitoring engagement metrics to continuously improve reach and effectiveness.

Events Programme: To develop and deliver the Council's events portfolio, making strategic decisions on delivery models including in-house delivery, partnership working with community organisations, or outsourcing to external providers. To commission and manage events programmes, including procurement of external providers, contractor liaison, contract management, licensing, regulatory compliance, risk assessment, stakeholder coordination, and post-event evaluation. To ensure the events programme reflects community needs and priorities while delivering value for money and managing risk appropriately.

Civic Leadership: To provide civic support to the Civic Head and Members, supporting the Council's civic and community leadership functions

Partnership Development: To develop and maintain strategic partnerships with community organisations, voluntary sector bodies, and other stakeholders to advance Council objectives and strengthen community networks

2. Governance and Clerking Development

- To gain a grounding in core clerking tasks under the direction of the EO/RFO, including meeting administration, governance procedures, and the statutory framework within which town and parish councils operate
- To assist in ensuring that statutory and other provisions governing or affecting the running of the Council are observed, and that the Council meets its legal obligations
- To support the development, review, and monitoring of Council policies, ensuring they remain effective, lawful, and fit for purpose
- To monitor changes in legislation and guidance affecting town and parish councils relevant to the postholder's portfolio, advising the EO/RFO of implications and required actions
- To develop a working knowledge of the Council's standing orders, financial regulations, and delegated schemes

3. Committee and Administrative Responsibilities

- To prepare agendas, reports, and associated documents for meetings of the Council and its committees as delegated by the EO/RFO
- To prepare high-quality reports for committees and Council, presenting complex information clearly and with appropriate recommendations
- To attend meetings of the Council and committees as required, taking accurate minutes and supporting the effective conduct of business
- To implement Council resolutions and decisions, taking appropriate follow-up actions and ensuring effective delivery
- To work with the Administration and Communications Officer to ensure that meeting outcomes, decisions, and Council activities are effectively communicated to residents through appropriate channels (website updates, social media posts, newsletter articles, press releases)
- To respond to correspondence and enquiries on behalf of the Council where delegated authority has been given or in accordance with established policy

4. Financial Administration

- To monitor budget performance for the climate, events, and engagement budgets, providing financial reports to committees as required
- To support financial administration relating to the postholder's portfolio in accordance with Financial Regulations and delegated authority
- To research, identify, and prepare applications for external grants and funding opportunities to support Council priorities



- To develop, through the post's development pathway, an understanding of the Council's wider financial systems, year-end processes, and the Annual Governance and Accountability Return (AGAR)

5. Project Management

- To lead on the planning, development, and delivery of complex projects on behalf of the Council, including climate action initiatives, and town wide events
- To manage competing priorities, ensuring effective delivery to deadlines and within budget
- To conduct research, options appraisal, and consultation to support strategic decision-making
- To prepare high-quality reports for committees and Council, presenting complex information clearly and with appropriate recommendations
- To monitor progress on Council priorities and initiatives, identifying risks and taking corrective action as required
- To assist with identifying and supporting funding opportunities

6. Other responsibilities

- To work in close collaboration with the Administration and Communications Officer in respect of communications and engagement activities
- To represent the Council at external meetings and events as required, building and maintaining effective relationships with partner organisations
- To liaise with local councillors at all levels (town and county) Northumberland County Council officers, and other local authorities as necessary
- To develop and maintain constructive working relationships with community groups, voluntary organisations, and other stakeholders
- To maintain effective public relations and communication at all times, promoting a positive image of the Council
- To handle enquiries and issues from members of the public professionally and efficiently, escalating to the EO/RFO where appropriate
- To undertake such other responsibilities and functions as may reasonably be required from time to time by the Council or the EO/RFO, commensurate with the duties and responsibilities of the post

PROFESSIONAL DEVELOPMENT AND DEVELOPMENT PATHWAY

This post has been deliberately designed as a development role, with a structured and supported pathway into the clerking profession:

- During the first twelve months, the postholder will embed in the climate, events, and engagement portfolio while gaining a grounding in core clerking tasks under the direction of the EO/RFO
- No sooner than after the first full financial year in post, the postholder will be expected to enrol on the Certificate in Local Council Administration (CiLCA), fully funded by the Council, with twelve months allowed for completion
- On completion of CiLCA, the grading of the post and any deputising responsibility will be reviewed by the Council
- To maintain professional competence through continuing professional development, attending training courses and conferences as required by the Council
- To keep abreast of developments in local government, sector best practice, and legislative changes affecting town and parish councils
- To contribute to the development of an effective organisational culture, supporting colleagues and promoting collaborative working



SPECIAL REQUIREMENTS AND CONDITIONS

- Flexibility to attend evening meetings of the Council and committees as required (typically once or twice per month)
- Occasional weekend work may be required for events and civic functions
- The postholder must maintain complete confidentiality in all matters relating to the work of the Council
- A current driving licence is required, as well as access to a vehicle for work purposes
- The postholder must be prepared to work at any Council site or location as reasonably required

TERMS AND CONDITIONS OF SERVICE

Employment Status: The post is permanent and full-time, subject to satisfactory completion of a six-month probationary period.

Hours of Work: The standard working week is 37 hours. Office hours are flexible from 7:30am until 18:45pm, with flexibility as required to meet the needs of the service. Evening and occasional weekend work will be required.

Salary: The post is graded at LC2 (SCP 29–32), currently £39,862 to £42,839 per annum, paid monthly by credit transfer. The Council participates in the national pay award. The grading of the post will be reviewed on completion of CiLCA in accordance with the development pathway.

Pension: Eligibility to join the Local Government Pension Scheme (LGPS). The Council will provide information about the scheme with any formal offer of appointment.

Annual Leave: The annual leave entitlement is 28 days per annum (pro rata for part-time), plus public and bank holidays, with 3 days taken between Christmas and New Year. The leave year runs from 1 April to 31 March.

Policy Framework: The conditions of service are those determined by Ashington Town Council, having regard to the National Joint Council for Local Government Services framework. Employment is subject to the Council's policies and procedures, including those relating to equality and diversity, health and safety, data protection, and conduct.

IMPORTANT NOTICE

This job description outlines the main responsibilities and duties of the role. It is not a comprehensive or exhaustive list, and duties may be varied from time to time to meet the changing needs of the Council without altering the general character of the role or the level of responsibility.

The Council is committed to safeguarding and expects all staff to share this commitment. The successful candidate may be required to undertake an enhanced DBS check if appropriate to the role.

The Council is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.



CLIMATE, EVENTS AND ENGAGEMENT MANAGER PERSON SPECIFICATION

How to use this document

All candidates will be assessed against the criteria below. Essential criteria (E) must be demonstrated by all applicants; failure to meet any essential criterion will result in the application not progressing to interview. Desirable criteria (D) will be used to distinguish between candidates who meet all essential criteria. The column 'How Assessed' indicates the stage at which each criterion will be evaluated.

1. Education and Qualifications

Criterion	E	D	How Assessed
Educated to degree level or equivalent demonstrated through professional experience		✓	<i>Application</i>
CiLCA qualification		✓	<i>Application</i>
Willingness to work towards CiLCA in line with the post's development pathway (enrolment no sooner than after the first full financial year in post)	✓		<i>Application / Interview</i>
Membership of the Society of Local Council Clerks (SLCC)		✓	<i>Application</i>
Project management qualification (e.g. PRINCE2 or equivalent)		✓	<i>Application</i>
Full current driving licence	✓		<i>Application</i>

2. Knowledge

Criterion	E	D	How Assessed
Understanding of the role and purpose of town and parish councils and the framework within which they operate	✓		<i>Application / Interview</i>
Understanding of climate change issues and the contribution local councils can make to addressing them	✓		<i>Application / Interview</i>
Understanding of community engagement principles and practice	✓		<i>Application / Interview</i>
Knowledge of licensing and regulatory requirements for public events	✓		<i>Application / Interview</i>
Knowledge of GDPR obligations as applied in a public authority context	✓		<i>Application / Interview</i>
Working knowledge of local government law as it applies to town and parish councils, including the statutory functions of the Proper Officer under the Local Government Act 1972		✓	<i>Application / Interview</i>
Understanding of local authority governance frameworks including standing orders, committee procedures, and delegated authority		✓	<i>Application / Interview</i>
Knowledge of local authority financial management principles including Financial Regulations, budget monitoring, and audit requirements		✓	<i>Application / Interview</i>

Criterion	E	D	How Assessed
Familiarity with NALC model documents and guidance		✓	<i>Application / Interview</i>
Knowledge of climate action frameworks and environmental reporting at local level		✓	<i>Application / Interview</i>

3. Experience

Criterion	E	D	How Assessed
Experience of working in local government, the wider public sector, or the community and voluntary sector	✓		<i>Application / Interview</i>
Experience of planning and delivering events or a public events programme, including working with contractors or partners, risk assessment, and regulatory compliance	✓		<i>Application / Interview</i>
Experience of developing or delivering community engagement, consultation, or communications activity	✓		<i>Application / Interview</i>
Experience of managing or significantly contributing to projects from inception through to delivery	✓		<i>Application / Interview</i>
Experience of preparing clear, well-structured written reports or papers	✓		<i>Application / Exercise</i>
Experience of financial administration including budget monitoring	✓		<i>Application / Interview</i>
Experience of working in a politically sensitive environment while maintaining professional independence	✓		<i>Application / Interview</i>
Experience of delivering climate action, sustainability, or environmental projects	✓		<i>Application / Interview</i>
Experience of grant application and monitoring	✓		<i>Application / Interview</i>
Experience of working with voluntary and community sector organisations	✓		<i>Application / Interview</i>

4. Skills and Abilities

Criterion	E	D	How Assessed
Excellent written communication skills: able to produce clear, accurate, and well-reasoned reports, minutes, and correspondence	✓		<i>Application / Exercise</i>
Strong analytical ability: able to research, interpret, and present information clearly to support decision-making	✓		<i>Interview / Exercise</i>
Advanced organisational skills: demonstrable ability to manage competing priorities, work to deadlines, and maintain accuracy under pressure	✓		<i>Application / Interview</i>
Confident IT skills including Microsoft Office and ability to quickly learn new systems	✓		<i>Application / Interview</i>

Criterion	E	D	How Assessed
Ability to communicate effectively with a wide range of audiences including elected Members, partner organisations, and the public	✓		<i>Interview</i>
Ability to develop and deliver engaging content across multiple communications channels including digital and print	✓		<i>Application / Interview</i>
Ability to exercise sound and independent professional judgement, maintaining confidentiality and discretion	✓		<i>Interview / References</i>
Experience of council management or administration software (e.g. Scribe)		✓	<i>Application</i>
Experience of digital communications tools, content management systems, or social media management platforms		✓	<i>Application</i>
Experience of procurement processes and contract management		✓	<i>Application / Interview</i>
Access to a vehicle for work purposes	✓		<i>Application</i>

5. Personal Attributes

Criterion	E	D	How Assessed
Committed to public service values and the Nolan Principles of public life	✓		<i>Interview / References</i>
Enthusiasm for environmental sustainability and climate action	✓		<i>Application / Interview</i>
Commitment to their own professional development, including the post's CiLCA development pathway	✓		<i>Application / Interview</i>
Resilient and adaptable: able to operate effectively in a complex and politically sensitive environment	✓		<i>Interview / References</i>
A collaborative team player who can also work with confidence and independence when required	✓		<i>Interview / References</i>
Willingness to work flexibly including regular evening meetings and occasional weekend commitments	✓		<i>Application</i>
Honest, reliable, and committed to the highest standards of professional conduct	✓		<i>Interview / References</i>
An interest in and commitment to community development and civic life		✓	<i>Application / Interview</i>

Important Notice

This person specification outlines the criteria against which candidates will be assessed. It will be reviewed prior to each use to ensure it remains relevant and proportionate to the needs of the Council. Ashington Town Council is committed to equality of opportunity and will assess all candidates fairly and consistently against the stated criteria.