



Meetings & Projects Officer Job Description

Reports to Town Clerk

Role Description

The Meetings & Projects Officer will be responsible for assisting the Town Clerk in ensuring that the instructions of the Council in connection with its function as a local authority are carried out.

The Meetings & Projects Officer will be responsible for leading on larger Town Council Projects, in line with the Council's strategic aims.

The person appointed will be accountable to the Town Clerk for the effective management of resources and will report to them as and when required, as well as line managing their own team of Officers.

The Meetings and Projects Officer will be responsible for overseeing the production of agendas, papers and minutes for Committee meetings.

Job Description

Meetings Officer responsibilities:

- Support the Town Clerk in ensuring that statutory and other provisions governing or affecting the running of the Council are observed
- Prepare, in consultation with the Town Clerk, Officers, and Members, agendas for meetings of the Council and Committees. Attend such meetings and prepare minutes for approval, other than where such duties have been delegated to another Officer
- In the absence of the Town Clerk, cover their absence at the office, work with the Chairs of other Committees to establish agendas, attend and subsequently minute Council and Committee meetings
- Have responsibility for supporting the work of the Council's Standing Committees and Sub-Committees.
- Support the Clerk in maintaining and monitoring all systems and records relating to the Council's management of assets, including buildings, public open spaces and public realm
- Support the Clerk in the procurement of goods and services for the Council
- Receive correspondence and documents on behalf of the Council and deal with the correspondence or documents or bring such items to the attention of the Town Clerk. Issue correspondence as a result of instructions or the known policy of the Council

- Study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council
- Draw up on own initiative, and as a result of suggestions by Councillors, proposals for consideration by the Council and advise on the practicability and likely effects of specific courses of action
- Act as the representative of the Council where required
- In the absence of the Clerk prepare, in consultation with the Chairs, press releases about the activities or decisions of the Council
- Attend training courses or seminars on the work and role of the Clerk and Council as required
- Participate in the annual appraisal scheme
- Continue to acquire the necessary professional knowledge require for the efficient management of the affairs of the Council
- Undertake any other reasonable tasks as directed by the Town Clerk

Projects Officer responsibilities:

- Provide leadership and strategic direction to Peacehaven Town Council in planning, delivering projects and securing funding
- Liaise with other Officers to ensure clear responsibilities of each Officer
- Oversee the undertaking of research, surveys, and consultations to justify projects.
- Work with the Parks Officer and other Officers and Councillors as appropriate, to ensure projects are completed in a timely manner and on budget
- Liaise with other Council Officers, contractors and other external people on the implementation of these projects
- Support PTC policy development
- Participate in the production of the Peacehaven Town Council Business Plan and other corporate documents as necessary
- Act as lead officer on Planning & Highways matters
- Oversee and maintain an active list of all ongoing projects, and ensure that they remain on track
- Update relevant Committees about progress on projects with both verbal and written reports and action plans
- Co-ordinate with other Officers to ensure the effective communication and marketing of project successes that PTC has
- Support in developing revenue streams within area of responsibility, and efficient working to reduce operating costs
- Attend task and finish group meetings to support the development of projects.
- Consider the financial, legal, and environmental impact of all projects and advise Council on this
- Support the Council's Climate Change ambitions
- Identify funding sources to support the ongoing work of the Town Council, including community development work, as appropriate and prepare funding applications for submission