

Community Events & Engagement Officer – Recruitment Pack



This pack includes the following:

- Recruitment Timetable
- Key Terms & Conditions of Employment
- Job Description
- Person Specification
- Overview of Parish Council & Croxley Green

Recruitment Timetable

Stage	Date
Closing date for applications	Monday 20 March
Selected applicants advised	by Wednesday 22 March
Interview	Week commencing 27 March
Successful applicant advised	Monday 3 April
Intended starting date	Tuesday 18 April

Key Terms & Conditions of Employment

Salary:	NJC SCP 13 (£24,948) Pro Rata 16hrs per week (£10,644) + London Weighting Progress up the incremental scale depends on review and successful performance in the post.
Working Week:	16 hours per week, days, and hours of work to be agreed with the Clerk. This may also include some requirement to work some weekends and evenings. Any additional hours worked will be given as Time Off in Lieu or additional payment.
Annual Leave:	11 working days plus UK bank holidays
Pension:	Option to join Local Government Pension Scheme
Location:	Council Offices, Community Way, Croxley Green, Rickmansworth, Hertfordshire, WD3 3SU. A flexible working location pattern (partial work from home) can be discussed with the Clerk.

[Application forms can be found on the Council's website and Office.](#)



JOB DESCRIPTION

- Job Title:** Community Events & Engagement Officer
- Base:** The Council Offices, Community Way, Croxley Green, Rickmansworth, Herts, WD3 3SU
- Responsible to:** The Clerk of the Council

PURPOSE OF THE ROLE

- To support the Clerk of the Council and Councillors to develop, co-ordinate and deliver the Parish Council events programme, for the benefit of the whole community.
- To develop and deliver a communication plan that includes the use of the council's social media and website to increase council exposure, broaden reach and engage the local community and partners to participate with and for the Parish Council's events and wider council activities.
- To provide administrative support and general office cover within the Parish Council office.
- To support the Clerk to ensure that events and projects are completed on time, within budget, and that the event / project objectives are met.

DUTIES

Event Co-ordination

- To develop, coordinate, and deliver Parish Council events throughout the year.
- Effectively manage all administration associated with events and initiatives, including scheduling meetings and taking minutes at working groups.
- To co-ordinate the health & safety of Parish Council events.
- To work with the Clerk in the procurement of any goods and services required for the delivery of Parish Council events.
- To find event sponsorship opportunities where possible.
- To use social media and other communication methods to promote events within the community.
- To add value to existing Parish Council events.

Social Media, Engagement & Communication

- To work and develop a range of social media and communication tools to help increase brand exposure and broaden community engagement for Croxley Green Parish Council.
- To develop information regarding the Parish Council on the Council's website and ensure that the website is kept current and up to date.
- To write content, produce and edit video, and produce photography.
- To support the Clerk and Parish Council staff in producing materials, promotion, and campaigns for improving external and internal communication.

Community Liaison

- To support local groups, volunteers, and residents to maximise participation by local people and help with the coordination of activities as agreed by the Clerk.
- Liaise by building relationships, offering advice and guidance to local groups, volunteers, partners, and residents.



CONTACTS

- Report directly to the Clerk and work co-operatively with other members of the Parish Council Staff.
- Regular contact with Parish Council Councillors.
- Provide reports as required to relevant committee & council meetings.

HOURS OF WORK

- 16 hours per week, days, and hours of work to be agreed with the Clerk. This may also include some requirement to work some weekends and evenings. Any additional hours worked will be given as Time Off in Lieu or additional payment.

PERSON SPECIFICATION

	Essential	Desirable
Education/Qualification		
Good standard of general education to GCSE level or equivalent (including Maths and English at grade C/5 or above)	✓	
Degree or professional qualification in a relevant field		✓
Driving Licence		✓
Skills and Knowledge		
Excellent organisational skills, possibly including basic project management skills	✓	
Excellent verbal and written skills	✓	
Excellent IT skills including use of Outlook software for email, scheduling and record keeping	✓	
Good knowledge of social media platforms including Facebook, Instagram and Twitter	✓	
Understanding of Health & Safety legislation and principles of GDPR	✓	
Knowledge of Google Workspace, desktop publishing software, and a scheduling/survey tool such as MailChimp		✓
Previous Experience		
Experience of planning and delivering small scale events	✓	
Experience of dealing with a wide range of people, including the media, community/special interest groups and general public	✓	
Experience preparing risk assessments and other health and safety compliance documentation for events and initiatives	✓	
Experience of working with elected members		✓
Attitudes and Disposition		
Able to work on own initiative and cope under pressure	✓	
Positive attitude and practical collaborative approach to problem solving	✓	
Friendly disposition. A team player.	✓	
Willing to work outside normal working hours	✓	
Committed to delivering a net zero carbon agenda for the council		✓
Committed to continuous personal development		✓

A DBS check will be undertaken for the successful candidate.



Overview of the Parish Council & Croxley Green

The Council

Croxley Green Parish Council was formed in 1986 and is an autonomous elected body with discretionary powers and duties laid down by Parliament to represent the community and to provide services for it.

The Parish Council area is situated within the boundaries of Three Rivers District Council. Croxley Green is divided into two electoral wards. The two wards are:

- Dickinsons Ward (8 Members) – electorate 5,228 (May 2018);
- Durrants Ward (8 Members) – electorate 5,058 (May 2018);

making a total of sixteen Councillors.

Historically the Parish Council has resolved to work on a “non-political” basis. Most members are elected as independent councillors, although some are active members of established political parties and may declare a political affiliation on their nomination form.

The next elections will be in May 2023 and the Council has an ambition to ensure that there are sufficient candidates to ensure a contested election in both wards.

The Parish Council has a full time staff of 4 people – The Clerk, an Administrative Officer and two Rangers.

The Council’s website at <https://www.croxleygreen-pc.gov.uk/index.php> contains a great deal of information about the Council, its aspirations and its activities

As well as the full Council, there are three standing committees:

- Leisure, Events & Environment
- Finance & Administration
- Planning & Development

And one standing sub-committee (of the F&A):

- HR & Compliance

The Place

Croxley Green is a compact settlement lying between Watford (to the north east) and Rickmansworth (to the south west) and bounded by the river valleys of the Chess and the Colne, with the dip slope of the Chiltern Hills to the north west.

Croxley Green has been described in the Neighbourhood Plan, which was adopted following a public referendum in December 2018. Copies of the Plan, its appendices, and supporting documents can be found on the Council’s website under Information / Planning & Development at <https://www.croxleygreen-pc.gov.uk/index.php/information/planning-development/neighbourhood-plan>.

Similar information is published on the Three Rivers District Council website at <https://www.threerivers.gov.uk/eqcl-page/croxley-green-neighbourhood-plan>.

The Neighbourhood Plan and its Appendices give a fairly detailed account of Croxley Green in terms of the:



- Natural environment;
- History;
- Character and Heritage;
- Population;
- Housing stock, tenure and households;
- Education and employment;
- Vehicle ownership, travel to work and transport;
- Roads and traffic.

The Neighbourhood Plan describes the various Character Areas within the Parish, and sets out land use planning policies and related aims for the Parish.

The Council has, with the Croxley Green Residents Association and Hertfordshire County Council, jointly sponsored the Croxley Green History Project. The website at <http://www.croxleygreenhistory.co.uk/> is an extensive mine of historical information, records and anecdotes about the local community.

Property & Facilities

The Parish Council owns and manages two areas of Croxley Green woodland, Weston Wood, acquired in 2017, and Caius Wood, acquired in 2021.

The Parish Council also owns a small building sited adjacent to the Community Way car park known as “The Depot”.

The Council's offices are in a temporary building which has reached the end of its anticipated life (25 years) and is sited on land rented from Three Rivers District Council.

The Council manages and maintains a village green (The Green) and an adjacent ancient orchard, known as Stone's Orchard, under contract to Three Rivers District Council, which is the landowner.

Financial Reporting

The Parish Council publishes its Annual Accounts on the Council's website at <https://www.croxleygreen-pc.gov.uk/index.php/council/accounts>.

Information on Public Transport

The nearest station is Croxley on the TfL London Underground Metropolitan Line.

There are also stations nearby at Rickmansworth (Metropolitan Line and National Rail Chiltern Line Marylebone to Aylesbury) and Watford Junction (National Rail West Coast main line, London Euston to Birmingham and points north)

There are regular bus services between Watford and Rickmansworth that pass through the centre of Croxley Green.

There is also an hourly express bus service from Heathrow to Harlow Arriva service 724 which passes through Croxley Green (alight at Croxley station).