



## **Darley Dale Town Council: Vacancy for Community Engagement Officer**

Darley Dale Town Council is keen for work closely with residents and community groups, to sponsor and host more community events and to consult more widely on plans and priorities. To help achieve this we are creating an exciting, outward facing role designed to forge stronger community links.

### **About the Council:**

Darley Dale is a town in the Derbyshire Dales and is home to approximately 6500 residents. The Town Council consists of 12 councillors and a small office team, all of whom work hard to make the town a safe and welcoming place to live and visit. The Council has strong ties with the Whitworth Trust with up to 7 Councillors also acting as trustees. Pressing local issues include increased development placing pressure on local services, traffic management on the A6 and flooding. Current projects and events include a major Environment initiative, the launch of our 2022 Community Awards, potential youth initiatives and history walks and information boards around the town.

### **Main purpose of the Job:**

You will be part of a small, close-knit team and have a key role in organising local events and liaising with local community groups and businesses. These will range from small litter picks to large all-day events. You will provide advice and practical support to Councillors and working groups in taking forward projects and initiatives and encourage local take up of Council grants, supporting groups through the application process. You will work with local Councils, Councillors and key contacts to improve the focus and visibility of the Council, creating news and building a two-way dialogue so residents can influence Council priorities. You will create and co-ordinate volunteer networks for flooding and events and also edit the Council quarterly magazine. Some cover for the Clerk and Assistant Clerk for absence and at very busy periods will be required.

### **Requirements:**

You must be an excellent communicator, both written and verbal, with a positive 'can-do' attitude and an ability to forge strong relationships with individual and groups. You will be comfortable using social media and using website technology. Candidates would ideally have practical experience of working with the public and community groups though training, support and advice will be available. Local knowledge and residency would be a distinct advantage.

**Hours:** This is a part time role of between 15 hours per week rising to 20 when required to cover leave, meetings and events. You will have some flexibility on working arrangements but, once established, must be able to work unsupervised on a Friday from the Council office in Darley Dale. Some evening and weekend work will be required from time to time.

**Salary:** Up to £12 per hour depending on experience.

**Closing date:** 22<sup>nd</sup> July 2022

### **Further information and application:**

**Should you wish to discuss this role further** please contact the Town Clerk by emailing [townclerk@darleydale.gov.uk](mailto:townclerk@darleydale.gov.uk). To apply please send your CV and a covering letter explaining how you are suitable for this role and details of two people who can be contacted for references to [townclerk@darleydale.gov.uk](mailto:townclerk@darleydale.gov.uk)