

HAYLE TOWN COUNCIL



JOB DESCRIPTION

Job Title: Projects Officer

SCP 18- 23
21 hours per week
£31,537 - £34,434 pro rata

Responsible to: Deputy Town Clerk

Job Overview:

The Projects Officer is responsible for the planning, coordination and delivery of multiple Council projects that support Hayle Town Council's strategic objectives. The role has a particular emphasis on progressing and supporting priority initiatives linked to:

- Create a Community Hub
- Continue to reduce the Council's carbon footprint (e.g., transition to sustainable HTC vehicles, installation of EV charging points, town water-refill stations, and improved public recycling facilities)
- Protect and improve community space
- Build resilience

The postholder will manage projects from initiation through to completion, ensuring they are delivered on time, within budget, and to agreed quality standards. The role includes establishing and embedding a consistent project methodology for the Council, including the development of project initiation documents (PIDs) for Council/Committee approval.

Regular RAG-rated project reporting to Council and the management team is a core requirement of this role.

Duties and Responsibilities:

The Projects Officer will work both strategically and operationally to ensure the smooth delivery of Council projects. Responsibilities include:

Project Management

- Lead on the delivery of assigned Council projects, managing timelines, budgets, risks and evaluation.
- Develop and implement a standardised project methodology, including project initiation documents for scoping, resourcing and approval.
- Provide regular RAG-status project reports to Council, Committees and the management team.
- Ensure all projects comply with Council policies, financial regulations, external funding conditions and procurement requirements.

Environmental and Community Priorities

- Support the delivery of carbon-reduction initiatives, including sustainable fleet transition, EV charging infrastructure, water-refill stations and enhanced recycling facilities.
- Coordinate projects that protect, enhance and maintain community spaces.
- Contribute to resilience-building initiatives across Council services and community partnerships.

Operational Delivery

- Carry out risk assessments and ensure appropriate Health & Safety measures are in place.
- Commission, monitor and oversee contractors, suppliers and service providers.
- Plan and coordinate project activity in partnership with Council staff, community groups, volunteers, local residents and public agencies.
- Assist with the organisation and delivery of Council events where required.

Monitoring, Reporting and Administration

- Produce clear, accurate and structured project documentation, progress updates, evaluation reports and financial summaries.
- Assist in setting project and event budgets and ensure cost-effective delivery.
- Support the monitoring of property maintenance and other Council contracts.
- Conduct or support customer satisfaction surveys and community engagement exercises.
- Maintain accurate project records, documentation and daily reporting.

Collaboration and Communication

- Work closely with the Town Clerk, Councillors, project partners and colleagues across the Council.
- Ensure open, proactive communication and timely updates on key decisions and project milestones.

- Engage with volunteer groups to support fundraising and community involvement.

Other:

- The post-holder may be required to attend evening meetings and/or other events for which time off in lieu or payment will be awarded.
- The post-holder will be expected to comply, observe and promote the values and behaviours of the Council in a professional and responsible manner.
- The post-holder will maintain confidentiality of information acquired while undertaking duties for the Town Council.
- All Council employees are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post-holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.
- There is an expectation that all employees will be committed to a programme of continuing professional development and be willing to learn new skills and keep abreast of new and improved methods of working, for the benefit of the people of Hayle and the Town Council.

NB This job description is intended to give the applicant/post-holder an appreciation of the role and the range of duties and responsibilities to be undertaken. It does not attempt to cover every activity. Specific tasks and objectives will be agreed with the post-holder at regular intervals. The post-holder will be required, at all times, to perform any other reasonable tasks as requested by the Council in order to meet its operational needs.

Signed by Post Holder

Signed:..... Date.....