



## STROUD TOWN COUNCIL

### APPLICATION PACK – Community Development Support Officer (CDSO)

#### **COMMUNITY DEVELOPMENT SUPPORT OFFICE** **Stroud Town Council, Gloucestershire**

Salary LC1-2 SP 17 - 21: £28,770 to £30,825\* 2024/25 Pay Award Pending

#### **Purpose of job**

The Community Development Support Officer will support the work of the Community Development Officer in enabling people in Stroud to bring about social change, improve the quality of life in their local area and shape their own futures.

#### **Working for Stroud Town Council**

The role will support the Council's goal of bringing people together and acting as a link between our community and a range of public and voluntary sector providers. The priorities are:

- addressing inequality, particularly in communities perceived to be culturally, economically or geographically disadvantaged
- stimulating community projects which address social isolation and loneliness
- addressing community safety concerns relating to antisocial behaviour; alcohol and drug misuse; and homelessness
- promoting healthy lifestyles, for example: active travel (walking and cycling to work and school); community gardening; play, sport and exercise.
- raising aspirations for young people, empowering them to create positive change in their local area.

Applications will be reviewed on an ongoing basis.

#### **Contents of Pack**

1. [Brief History of Stroud](#)
2. [The Council](#)
3. [Application Process](#)
4. [Selection Process](#)
5. [Job Description](#)
6. [Person Specification](#)
7. [Terms and Conditions](#)

## **Brief History of Stroud**

The first parish of Stroud, a settlement based on the production of woollen cloth, was recognised in 1304. Currently, it has a population of around 13,500 and an electorate of just over 10,000. Stroud is seen as a very friendly, tolerant community, accepting a wide range of views. We have a history of non-conformism, dissent and direct action. The environment and sustainability are priorities for many residents.

The parish, approximately 2.5 miles long and 0.75 miles wide, includes the town centre trading and market area, established residential communities amongst the surrounding hills and valleys, and mostly new-build settlements along the canal, which is currently undergoing restoration. The parish's division into six wards reflects, to a reasonably accurate degree, these differing settings. There is a railway station with good connections to London, Swindon, Cheltenham and Gloucester and a reasonable range of bus services. A fine network of footpaths also permeates the parish, but density of motor traffic can hinder movement around town by vehicle and there are limited safe cycle routes.

There is a strong creative element in the town and surrounding area, which provides a base for several arts festivals, some of which have achieved national acclaim. The town centre supports a long established twice-weekly market in the medieval Shambles and an award-winning weekly Farmers' Market, which draw in visitors from some distance.

In 2018 Stroud Town Council was one of the first local councils in the UK to declare a climate emergency and set a target of being carbon neutral by 2030.

## **The Council**

The council was formed in 1990. We have 18 councillors representing 6 wards. There are elections every four years, full elections are next due in May 2028.

We have offices close to the town centre with a double fronted window used for displays and notices. The main committees are Consultations and Highways (planning), Finance and Policy, Community, Environment and Regeneration.

The Council staff work in two teams headed by the Town Clerk. The office team comprises a Deputy Clerk, Assistant Clerk, Administration Officer and Finance Assistant, Senior Finance Administrator, Project Officer, Administration and Projects Assistant, Community Development Officer, Communications and Engagement Officer and a cleaner. The Green Spaces team comprises three full-time Rangers and a part-time Assistant led by the Green Spaces Manager.

The Green Spaces team are responsible for the day-to-day management of the green and open spaces around the town. These include two town centre gardens, two cemeteries (one active and one closed), five play areas, two closed churchyards and a number of amenity spaces. Some activities are currently contracted out, for example large areas of grass cutting and grave digging.

The Council owns five allotment sites providing just under 200 plots. Each site is managed on our behalf by a plot-holder association.

Amongst the Council's recent projects are revamping a significant but dilapidated Victorian building for community use and developing a Neighbourhood Development Plan for the town. We have recently agreed to transfer ownership of a range of assets from Stroud District Council, including in 2019 the Stroud Subscription Rooms.

Stroud Town Council is a larger town council that is committed to improving the quality of life of all members of its community. The council provides core support to a range of partner organisations involved in regeneration and meeting key social needs of its residents, as well as supporting arts development in the town.

We have shown long-term commitment to improving the environment, for example, by taking on the management of parks and green spaces in the town, increasing the number of open spaces with public access and improving the quality of children's play areas. We have an established reputation for taking a leading role in community development. We sustain four community grants programmes and a number of service level agreements with voluntary and community sector organisations.

We are a Quality council and have adopted the General Power of Competence. We have an annual expenditure budget of about £1.2m of which the precept makes up around 66%. The balance largely comes from grants, cemetery income and rent.

### **Application Process**

The completed application form together with a covering letter must be sent to the Town Council by email to: [council@stroudtown.gov.uk](mailto:council@stroudtown.gov.uk)

You must include in your application information which:

- Sets out how you meet the person specification
- Gives clear examples of your previous achievements which link directly to the areas of responsibility in this post
- Demonstrates the qualities you would bring to the role of Community Development Support Officer.

A CV is **not** required and any submitted will be disregarded.

Your application must be returned by email and will be reviewed upon receipt.

Canvassing of any Member or Officer involved in the selection process will disqualify you from being appointed.

If you would like further information before submitting your application please contact the Town Clerk, Helen Bojaniwska, on 01453 762817 or [helen.bojaniwska@stroudtown.gov.uk](mailto:helen.bojaniwska@stroudtown.gov.uk) for an informal discussion.

### **Selection Process**

Applications will be reviewed upon receipt and suitable candidates invited for interview.

Candidates who are to be invited to an interview will be notified by telephone or email as soon as possible. Those who have not been successful will be contacted by email. Due to the volume of applications received it will not be possible to offer feedback on applications.

The appointment will be made by the Appointment Panel, which will consist of Town Clerk or Deputy Clerk and Community Development Officer.

## **Interview**

Candidates will be required to attend an in person interview at a time to be allocated individually. Candidates should allow up to one and a half hours for the interview.

## **References**

Formal references will be taken up following an offer of employment. Any offer of employment will be subject to the receipt of satisfactory references.

## **Expenses**

Travelling expenses (mainland UK only) will be paid on the basis of standard class rail travel to Stroud or car mileage at the standard mileage rate currently in force. Only claims in excess of 25 miles in total will be paid.

Any shortlisted candidate who withdraws without good reason will not be reimbursed expenses other than at the discretion of the Council.

## **Candidates with a disability**

Any candidate with a disability should please contact the Clerk (Helen Bojaniwska) or Assistant Clerk (Sheral Gardner) in confidence so that reasonable adjustments can be made to the recruitment process.

## **JOB DESCRIPTION**

### **Community Development Support Officer**

<b>Responsible to</b>	Stroud Town Council via the Community Development Officer as Line Manager
<b>Based at</b>	Thanet House, 58 London Road, Stroud Glos. GL5 2AD
<b>Hours</b>	Full time (37 hours) Mon – Thurs 9am – 5pm, Fri 9am – 4.30pm Will require some evening and weekend work for which time off in lieu will be given
<b>Salary</b>	LC2 SP17 – SP21: £28,770 – £30,825 pro rata (2024/25 Pay Award Pending)
<b>Type of contact</b>	Permanent

#### **Key Responsibilities of the Post**

Engaging with people in Stroud to sense of the issues which affect their wellbeing and empowering them to become active participants in the community.

Using recognised community development techniques to:

- identify community skills and assets
- ensure that local people have their say, particularly hard to reach groups
- support the building of networks and promotion of partnership working with community groups and statutory agencies
- plan, attend and coordinate meetings and events
- help to raise public awareness on issues relevant to the community

Support the development of new community initiatives and promote the sustainability of existing groups and projects by:

- promoting volunteering
- encouraging participation in activities
- signposting funding and training opportunities
- liaising with interested groups and individuals to set up new services

#### **Administration**

- general administrative duties
- creation and distribution of promotional materials (flyers, leaflets)

#### **General**

- Any other duties the Council may consider appropriate to the post.
- The Community Development Officer will be required to undergo an enhanced DBS check in accordance with the Council's Safeguarding policy.
- Attending training courses associated with the work and role as required by the Council.
- The Town Council may wish from time to time to amend this job description.

# PERSON SPECIFICATION

## Community Development Support Officer – Person Specification

	Essential	Desirable
<b>Related experience (including voluntary work)</b>	<ul style="list-style-type: none"> <li>Broad and relevant experience of delivering community development and engagement activities</li> </ul>	<ul style="list-style-type: none"> <li>a proven track record of working successfully with volunteers</li> <li>experience of working with young people via youth work, voluntary work, community or other setting</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>the ability to inspire, motivate and sustain community action</li> <li>able to manage conflicting views in a confident, assertive and diplomatic manner</li> <li>effectively prioritise your workload</li> <li>negotiation, networking and social skills</li> <li>excellent communication, interpersonal and teambuilding skills</li> <li>good listening skills</li> <li>a non-judgmental and positive attitude</li> <li>creative thinking and problem-solving ability</li> </ul>	<ul style="list-style-type: none"> <li>fundraising</li> <li>research and report writing skills and the ability to interpret or present data</li> <li>project management skills</li> <li>advocacy skills</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>knowledge and understanding of community and social issues</li> <li>understanding of and a commitment to equal opportunities and inclusion</li> <li>proficient user of Microsoft Office suite</li> <li>Record keeping and data collection including GDPR regulations</li> </ul>	<ul style="list-style-type: none"> <li>an understanding of how local councils work</li> <li>knowledge of health and safety (including risk assessment) requirements</li> <li>strategic knowledge of the voluntary sector's role and potential in supporting community development</li> <li>an understanding of grant giving processes</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge of good practice in safeguarding for adults and children</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• energetic and enthusiastic</li> <li>• compassionate and able to empathise with people's life experiences</li> <li>• person centred, outcome focused approach</li> <li>• patience and perseverance</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 5 GCSEs at A-C grades including English and maths</li> <li>• A full, valid driving licence or alternative means of transport</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 qualification or higher in Community Development, Social Work or related social sciences</li> <li>• Asset-Based Community Development training</li> </ul>

## **Terms and Conditions**

### **Pay**

The salary range is within LC1-2, spinal column points 17 to 21, depending on qualifications and experience. Salary rates increase in line with the annual increase negotiated annually by the National Joint Council for Local Government Services. Council will consider an annual incremental increase subject to satisfactory performance.

### **Contract**

The appointment is permanent and full time and is subject to the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales 2004. There will be a six-month probationary period with three-monthly reviews.

### **Hours**

Whilst the basic working week is 37 hours per week, the postholder may be required to work reasonable additional or irregular hours as necessary to ensure the proper performance of the work of the post without additional payments being made, but time off in lieu is permitted.

### **Annual Leave**

<b>Holiday Entitlement</b>	<b>Days</b>
Annual leave on commencement of employment (22 days + 4 stat / local extra + 8 Bank Holidays)	34
Additional after 5 years service (4 days)	4

### **Casual Car User Allowance**

If the postholder travels by means of their own car on official duties, the NJC for LGS Casual Users Car Allowance rate will be paid.

### **Pension**

The postholder will be automatically enrolled in the Local Government Pension Scheme.

### **Political Restrictions**

The postholder will be expected to maintain political neutrality in relation to the work of the Council.

### **Code of Conduct**

The postholder will be required to observe the requirements of the Council's Code of Conduct for employees and any national provisions in this respect. Any potential conflict of interest which arises during the course of employment should be brought to the attention of the Town Council and entered in the Register of Officers' Interests.

### **Criminal Convictions**

Failure to declare an unspent criminal conviction may lead to an appointment being terminated. The successful candidate must also disclose any subsequent conviction to the Chair of the Council.



## **Pre – Employment Checks**

Any offer of employment will be subject to two satisfactory references being received (one from the present or previous employer) and a clear DBS check.