

JOB DESCRIPTION

TITLE: Inclusive Economy Project Officer Pride in place

POST REF NO: PREF106405

DEPARTMENT: Inclusive Growth

DIVISION: Inclusive Economy

RESPONSIBLE TO: Director, Inclusive Economy

GRADE: M1

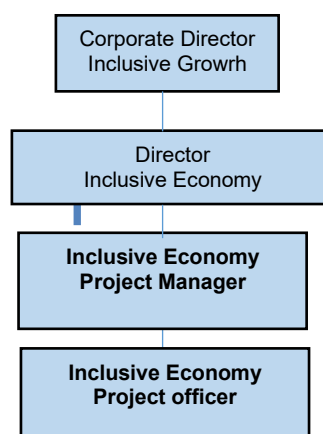
PURPOSE OF POST:

To facilitate, manage and monitor the work programme for the Pride in Place Impact Fund and Pride in Place 2, including support to the neighbourhood boards.

The work is a critical element to delivering the Government's Pride in Place Programmes and feeds into the wider delivery of our vision for Luton 2040, in which we are seeking to build a healthy, fair and sustainable town where no one has to live in poverty and everyone can thrive.

The Project Officer will also support the senior management team in driving the wider economic growth strategy programme forward, carrying out research, delivering clear and tangible outcomes, and reporting directly into central government teams and through internal governance channels.

ORGANISATION CHART



PRINCIPAL RESPONSIBILITIES:

	%
1. Support the development, implementation, monitoring and review of the Pride In Place impact fund work programme by working with the Corporate Director, Inclusive Growth, the Director, Inclusive Economy and the Inclusive Economy Project Manager. This will include engaging with multiple stakeholders who will feed into the delivery of Pride in Place. The post holder will lead on the administration, including meetings, coordination of reports and presentations and minutes of the meetings.	25
2. Manage the programmes professionally and successfully, within agreed timescales. This includes preparing and collating programme reports for MHCLG, MPs, Boards and the council.	20
3. Engage, support and maintain effective partnerships with key government departments, MPs, members, internal colleagues, businesses and voluntary organisations to ensure a co-ordinated service to enable programme delivery.	15
4. Under the direction of the Inclusive Economy Project Manager support the organisation and facilitation of meetings, workshops and wider stakeholder activities that have been recommended through Pride in Place or other inclusive economy projects.	15
5. Be able to analyse data and communicate complex information that may be sensitive or contentious to ensure appropriate evidence is provided to inform project decision making and identify ways forward to continue the legacy work at the end of the project. Continually evaluating the programmes through its lifetime.	15
6. Support the Corporate Director, Inclusive Growth, Director of Inclusive Economy and Inclusive Economy Project Manager on carrying out research, engaging with stakeholders, preparing and coordinating reports that help with the delivery of wider inclusive economy projects, including devolution, Pride in Place and the delivery of a new economy strategy for Luton.	10

DIMENSIONS:

Supervisory Management:

None

Financial Resources:

No specific budget management responsibility but will need to ensure the budget as advised by the Director, Inclusive Economy for meetings, events and other ongoing work does not exceed budget.

Physical Resources:

CONTEXT:

The post holder will support the Corporate Director, Inclusive Growth and the Director, Inclusive Economy Project Manager to drive delivery of the two Pride in Place programmes.

The post holder will have experience of working with senior officers, elected members, businesses, partners and voluntary community sector organisations. The post holder will have good communications and engagement skills and proficient at problem solving, influencing and negotiation. The post holder will be expected to work on their own initiative.

The Pride in Place Impact Fund is an initial £1.5 million government investment awarded to Luton to support visible, community-led improvements across the town. The fund is intended to help revitalise local spaces, strengthen neighbourhood pride, and improve community venues and public spaces. Funding will be used to enable local community groups and organisations to apply for grants to enhance facilities that matter most to residents, with priorities shaped through community engagement and feedback from local people.

In addition to the Impact Fund, Luton has secured two separate Pride in Place Programme allocations of up to £20 million each over ten years, totalling £40 million. The funding has been awarded to the Central Luton and Marsh Farm (Northwell ward) neighbourhoods, with each area receiving up to £2 million annually to invest in local priorities. The programme is community-led, with independent Neighbourhood Boards made up of local residents, businesses and organisations responsible for developing long-term investment plans. Funding can support projects such as improving public spaces, enhancing community facilities, increasing safety, supporting local skills, and building stronger, more connected communities.

The Project Officer will also work to support on the delivery of other key inclusive economy projects as set out by the Corporate Director, Inclusive Growth and the Director, Inclusive Economy.

Physical Effort & Working Environment.

For agile working purposes, this post is designated as “Office Worker – Flexible” which means the post holder will be based in the same office for a large proportion of their time but have the ability to work from other bases or from home on occasion.

Person Specification: Inclusive Economy Project Officer – Pride in place

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable criteria</u> .				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Experience of successful project management of a project or programme. Experience of effective working with a broad range of partners and stakeholders including businesses, public and voluntary sectors, central government and members of the public, partners and stakeholders from the government business, the public. Experience of developing and delivering communications, marketing and stakeholder events.	1,2 1,2	Some experience of local government practices and procedures Experience of working in a political environment. Demonstrable experience of managing projects to timescales.	
Skills/Abilities	Effective communication with internal and external stakeholders to effectively manage a project including the ability to influence and work effectively with partners and residents. Good oral and written communications skills including being able to consult, negotiate, influence, gain commitment and cooperation from a wide range of partners at a senior level, inside and outside the Council. Ability to establish and maintain effective relationships, deal and manage conflict and influence positive outcomes. Able to analyse and interpret complex data and information and write and present clear and concise reports, identify trends, produce meaningful statistics, correspondence, documents and preparing appropriate recommendations.	1,2,5	Able to develop and maintain positive relationships with colleagues.	1, 2

	Able to be self-motivated and work on own initiative with a 'can do' attitude. Proficient use of MS Office packages (Word, Excel, PowerPoint and Outlook).			
Equality Issues	Demonstrable knowledge and understanding of equality issues and legislation and, in particular, how they impact on work with communities - able to integrate equality policies into business plans, strategies and service delivery.	1,2		
Specialist Knowledge	Knowledge in principle 2 or equivalent project management tools and techniques and software.	1,2		
Education and Training	Specific project management experience and/or equivalent experiences.	1,2,4		1,2,4
Other Requirements	Able to attend evening meetings (weekly) and weekend meetings/events. Able to travel to locations across the borough for site visits and meetings.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018) & General Data Protection Regulation (2021)