

JOB DESCRIPTION

TITLE: Marsh Farm Neighbourhood Board Support Officer

POST REF NO: PREF106406

DEPARTMENT: Inclusive Growth

DIVISION: Marsh Farm Neighbourhood Board

RESPONSIBLE TO: Inclusive Economy Project Manager (matrix management to the Neighbourhood Board)

GRADE: L7

PURPOSE OF POST:

Marsh Farm will receive up to £20 million of investment over the next 10 years from the Pride in Place Programme.

The role will sit initially within Luton Council, but it is anticipated that the Marsh Farm Neighbourhood Board will become fully independent of the council, the role will then transfer to the new organisation set up for this purpose.

Supervised within the Inclusive Economy directorate at Luton Council but also working directly with the MP for Luton North. You will support the Chair and Board members of the Marsh Farm Neighbourhood Board including sub-groups that feed into the Neighbourhood Board.

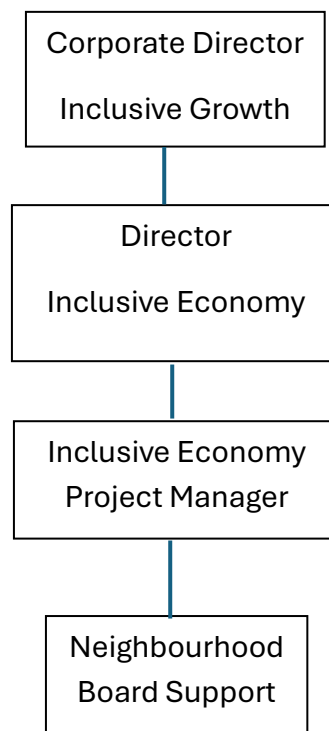
Provide support to Board meetings and sub-groups, including arranging meetings, preparing agendas and papers, note taking, preparing action logs, progressing actions, monitoring the work programme, research requested by the Board, attending meetings as required. Support the board facilitating engagement activities including booking venues, undertaking effective community consultation monitor the work programme, payments ensuring these have taken place in a wide range of places.

Support the council's requirements as the Accountable Body for the funding. Ensuring governance frameworks are adhered to ensuring compliance with the relevant conditions and requirements.

Support the preparation and delivery of the Marsh Farm Pride in Place Plan created following comprehensive engagement with the local residents in Marsh Farm. Establish and operate robust processes to oversee the delivery of the Plan including monitoring, reporting, change management and evaluation.

Develop effective working relationships with the local MP, key community leaders, businesses, members of the Board and elected members.

ORGANISATION CHART



PRINCIPAL RESPONSIBILITIES:

		%
1.	Support the Marsh Farm Neighbourhood Board and any sub-groups reporting into the board, working with the local MP for Luton North, the Chair of the Board and Board members. Lead on the administration of board meetings and engagement activities including booking venues, note taking, coordination of reports and presentations, updating the Boards website.	25
2.	Support the development of the Plan for the Marsh Farm Neighbourhood Board including research activities, analysing data, draft reports.	20
3.	Engage, support and maintain effective partnerships with key government departments, the local MP for Luton North and their office, members, council colleagues, businesses and voluntary organisations.	15

4.	Under the direction of the Marsh Farm Neighbourhood Board support and facilitate meetings, workshops and wider stakeholder activities that have been recommended by the Board and its subgroups.	15
5.	Be able to analyse data and communicate complex information to ensure the Board has appropriate evidence to inform decisions on the plan and identify ways to continue the programme's work at the end of the funding.	15
6.	Support the Chair and Board members on carrying out research, engaging with stakeholders, preparing and coordinating reports that help with the delivery of the plan	10

DIMENSIONS:

Supervisory Management:

None

Financial Resources:

No specific budget management responsibility but will need to ensure the budget as advised by the Marsh Farm Neighbourhood Board for meetings, events and other ongoing work does not exceed budget.

Physical Resources:

CONTEXT:

[Marsh Farm](#) has been selected by the Ministry of Housing, Communities and Local Government (MHCLG) to receive up to £20m of funding over the 10 years from the Pride in Place Programme. The funding can be spent by people who live in Marsh Farm on projects that will make a difference to them within its boundaries.

The Pride in Place Programme is designed to empower local people to shape the future of their neighbourhoods with the funding being spent over 10 years. A Neighbourhood Board will work in partnership with Luton Council and the local MP for Luton North. Support will also be provided by central government.

The Neighbourhood Board will co-create a Pride in Place Plan with the community to set out how the funding will be spent. The Board will decide with their local MP and the council what's in the plan, which must be a genuine reflection of what local residents in the neighbourhoods want. The boards will have a variety of powers to decide how best to restore the pride in their community whilst achieving three strategic objectives of the programme:

- stronger communities
- thriving places
- taking back control

The programme is designed to be:

- community led
- flexible
- long-term
- supportive

The post holder will support the Marsh Farm Neighbourhood Board in developing and delivering the Marsh Farm plan.

The post holder will have experience of supporting meetings, working with MP's, council 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 Marsh Farm Neighbourhood Board will be supported by Luton Council and central Government to develop and deliver the Plan for the residents in Marsh Farm.

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: Neighbourhood Board Support Officer

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 clear examples of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How measured	Desirable	How measured
Experience	Experience of supporting meetings and engagement activities. 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, MPs and the public. Experience of developing and delivering communications, marketing and effectively facilitating community engagement and stakeholder events.	1,2 1,2	Some experience of local government practices and procedures Experience of working with local communities.	
Skills/Abilities	Effective communication with internal and external stakeholders with 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. 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	1,2,5	Able to develop and maintain positive relationships with colleagues and members of the public.	1, 2

	reports, identify trends, produce meaningful statistics, correspondence, documents and preparing appropriate recommendations. 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.	1,2		
Specialist Knowledge		1,2		
Education and Training		1,2,4		
Other Requirements	Able to attend evening meetings (weekly) and weekend meetings/events. Able to travel to locations across the borough for meetings and engagement activities.	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)