1. **JOB TITLE:** Part Time Partnership Officer

2. **REFERENCE NO:** CE79

3. **SALARY SCALE:** SO1 (scp 29-31) £25,440 - £27,123 per annum pro rata

4. **RESPONSIBLE TO:** Head Of Regeneration And Housing

5. **JOB PURPOSE:** To promote and develop partnership working to help deliver the Council’s corporate objectives and regeneration priorities including working with statutory agencies, community bodies and relevant local authorities and to co-ordinate the community safety partnership.

6. **MAIN DUTIES:**

   6.1 To identify relevant stakeholders and work closely with the Ribble Valley community to help inform the Council’s priorities.

   6.2 To develop and maintain effective partnerships with Parish Councils in recognition of their input to community involvement, and provide direct project support and capacity building to assist the Council to foster sustainable local communities.

   6.3 To work closely with and through Local, Regional and National partners to secure an inclusive approach that maximises funding opportunities to the Ribble Valley community.

   6.4 To ensure the profile of the Council and its activities around partnership working are positively enhanced at a national, regional and borough level through an effective communication strategy.

   6.5 To be responsible for the development and support of a local Partnership Forum for Ribble Valley including establishing relevant theme and task groups.

   6.6 To develop as appropriate and help implement relevant projects that serve to improve the quality of life of the people of Ribble Valley.

   6.7 To help develop and support through the delivery of appropriate partnership arrangements and projects the Council’s Community Safety Agenda.
6.8 To co-ordinate and attend all relevant meetings of the Ribble Valley Crime and Disorder Reduction Partnership.

6.9 To identify new sources of funding and persuade statutory organisations to combine budgets so as to maximise opportunities for the delivery of services and support to the Ribble Valley community.

6.10 Identify and develop opportunities for partnerships with all businesses, community, voluntary, charitable, statutory and political sectors of the community in support of the Council’s objectives.

6.11 To ensure the effective and efficient co-ordination of meetings, providing clear, concise and regular reports on progress against set targets.

6.12 To act as the Council’s representative as directed in respect to Partnership activities.

6.13 To be responsible for ensuring the data quality of all information related to the duties of the post.

7. To adhere to the Council’s policies including equal opportunities and health and safety.

8. Such other duties of a similar responsibility level as may be allocated to the post from time to time.

NB. In order to ensure that Job Descriptions are kept up to date, all employees are required to review their roles regularly through the staff performance appraisal scheme. Staff are required therefore to take a reasonable and flexible approach to changes arising from the challenges facing the Council.

Signed (Postholder): ___________________________ Dated: __________

Signed (Head of Service): ___________________________ Dated: __________