



Job Description

Service:	Policy, Performance and Emergency Planning
Job title:	Place Strategy Support Officer
Grade:	D
Hours of work:	20 hours per week – fixed term for two years. Exact hours of work can be discussed.
Responsible to:	Place Strategy Coordinator
Responsible for	
Direct reports:	0
Indirect reports:	0
Budget:	0

Purpose of Post:

Support the Huntingdonshire Futures programme and its projects, including an annual grant scheme and supporting/organising events. Working with both internal and external stakeholders to deliver the programme and promote the achievement of the Futures Outcomes.

The grant scheme provides small grants to community groups to help them carry out activities in their local areas. In 2024, it successfully distributed £40,000. The scheme will run again in 2025 and will be open for several months, requiring ongoing monitoring to ensure successful project completion and promotion of the outcomes and the benefits for Huntingdonshire.

Key Deliverables:

Working with the Council’s Place Strategy Coordinator, you will:

- Administer the Huntingdonshire Futures grant scheme, including creating information materials, communicating with applicants, organizing evaluation meetings, summarizing applications for Councillors, informing applicants of decisions, monitoring application progress and spending, and following up on payments and project progress. You will also support advertising the grants, documenting lessons learned, and developing new schemes if funding allows.
- Organize meetings, prepare agendas, and take minutes.
- Support and occasionally lead the organization and delivery of events.
- Assist in delivering reports by speaking to internal stakeholders to monitor Council work related to Huntingdonshire Futures.
- Work with HDC’s Communications Team to promote the grant scheme and other projects using the Council’s website and social media.
- Support the overall delivery of the Huntingdonshire Futures programme.
- Escalate risks and issues to the Place Strategy Coordinator as needed.
- Complete other tasks as directed by the Place Strategy Coordinator.

Knowledge and Qualifications

The minimum knowledge required to undertake this role and any qualifications or training essential for the role


- (E) Essential
- (D) Desirable

5 GCSEs (Grade C or above including Maths and English) and/or relevant work experience (E)

Knowledge and understanding of data protection principles and confidentiality (E)

Knowledge of administering grant schemes (D)

<p>Experience</p> <p>Experience the person would need to do the job</p> <p>(E) Essential</p> <p>(D) Desirable</p>	<p>Experience of dealing with external stakeholders/customers (E)</p> <p>Experience of administrative support - creating and maintaining records (E)</p> <p>Experience in administrative systems, processes in a similar office environment (D)</p> <p>Experience in attending meetings for the purpose of recording accurate minutes (D)</p> <p>Experience of managing projects/initiatives (D)</p> <p>Experience of working in local government (D)</p>
<p>Skills and Abilities</p> <p>Specific skills the applicant would need to do the job</p> <p>(E) Essential</p> <p>(D) Desirable</p>	<p>Excellent oral, written and presentation skills with the ability to communicate effectively at all levels on a regular basis (E)</p> <p>Strong organisational skills, able to manage multiple activities at the same (E)</p> <p>Attention to detail when reviewing information – data and written (E)</p> <p>Ability to work with minimum supervision and to work well within a team (E)</p> <p>Competent in using Microsoft Office 365 including Excel (E)</p> <p>Excellent time management skills (E)</p> <p>Ability to take a flexible and proactive approach adaptive to changing priorities (D)</p>
<p>Decision Making and Impact on Others</p> <p>What impact the decisions made by the post holder would have on others across the Council</p>	<p>The post holder has discretion to plan and prioritise their own workload based on priorities agreed with the Place Strategy Coordinator</p> <p>The post holder will liaise regularly with the Place Strategy Co-ordinator to make complex decisions.</p> <p>The post holder will have a wide variety of internal and external contacts including representatives of community groups, social organisations and councillors – their conduct and approach to work will impact the</p>

	Council's reputation and the delivery of Huntingdonshire Futures Programme.
<p>Communication with Internal and External Customers</p> <p>What customers the applicant would be in contact with in the job</p>	<p>Internal customer contact: 50%</p> <p>The postholder will predominantly work with the Huntingdonshire Future team: Place Strategy Coordinator and Head of Policy, Performance and Emergency Planning (Huntingdonshire Futures sponsor). The post will ask work with a wide range of internal customers including Democratic Services, Finance, Economic Development, Insight and Delivery.</p> <p>External customer contact: 50%</p> <p>Grant applicants, members of the public, Members, neighbouring county, town and parish councils, suppliers and contractors.</p>
<p>Personal Attributes and Other Requirements</p> <p>In this section please list any other qualities you are looking for from the applicant</p> <p>(E) Essential</p> <p>(D) Desirable</p>	<p>Willing to travel and occasionally work unsociable hours. (E)</p> <p>Be a good team worker demonstrating loyalty and commitment to the organisation and team members. (E)</p> <p>'Can-do' attitude, willing to get stuck in. (E)</p> <p>Willing to ask questions and learn new skills. (E)</p> <p>Committed to supporting communities. (E)</p> <p>Committed to customer care. (E)</p> <p>A creative flair to deliver messaging in a concise manner. (D)</p>
<p>HDC values</p> 	<p>The values outlined below reflect our collective positive attitude and how all staff is expected to work together as one team.</p> <p>Inspiring: We have genuine pride and passion for public service; doing the best we can for customers matters to us all.</p> <p>Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers.</p>



	<p>Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p> <p>Respectful: We respect people's differences and are considerate to their needs.</p> <p>Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.</p>
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Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.