

<b>REPORT FROM</b>	<b>Director of Resources</b>
<b>TO:</b>	<b>Nelson Long Term Plan for Towns Board</b>
<b>DATE:</b>	<b>14 February 2025</b>

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## Resourcing the Long Term Town Plan

### PURPOSE OF REPORT

This report presents two draft job descriptions for roles designed to support the Nelson Long Term Town Plan (LTTP) programme, subject to further government guidance.

### Recommendations

That the Board:

1. Considers the draft job descriptions in principle, pending government guidance.
2. Identifies any additional requirements or adjustments for the roles.
3. Considers next steps for recruitment planning to ensure readiness when funding guidance is confirmed.

### Reasons

1. To ensure that the required resources to manage and deliver the Long Term Town Plan are agreed and prepared in readiness for when the funding guidance is confirmed.

### Background

- At the Board meeting of the 8<sup>th</sup> November and following confirmation of future funding from the government, it was agreed that next steps should include the proposal for a Community Development Worker post and that a draft Job Description should be brought to the next meeting for consideration by the Board.
- Upon reviewing the delivery management, coordination, and community engagement aspects of the LTTP, ensuring the programme achieves its objectives efficiently and

inclusively, it is apparent that two different roles are required. Thus, it is proposed that two posts are created, both to be funded by LTTP.

- Programme Manager post.
- Community Development Worker post
- both posts will be based in the Policy Team of Pendle Council.

## Proposed Roles

- **Programme Manager** the Programme Manager role would lead on the co- ordination and management of the LTTP, liaising with and administering the Board, overseeing delivery of all the LTTP projects, setting up governance and performance monitoring systems, managing the risk register and coordinating Government returns.
- Key skill set for this role includes:
  - Ability to work at a strategic level
  - Partnership working
  - Project management skills
  - Budget management
  - Research and data analysis skills.
- This role is crucial to the success of the LTTP programme as it will be this role that drives implementation, Board and project development, and longevity of the programme.
- Currently, support for the LTTP Board is provided by a PBC Programme Manager (Sandra Farnell). This was always a temporary arrangement in the absence of a LTTP Programme Manager. The current LTTP support is limited given the extensive remit of the existing Programme Manager. Once a new Programme Manager is in post and following a handover period which will include joint attendance at a Board meeting, the existing Programme Manager will step back from this role, but will continue to work with the new Programme Manager in the Councils Policy Team.

## Community Development Officer

- It is proposed that the Community Development Officer will focus on community engagement and capacity-building initiatives for the LTTP.
- It is proposed that this post would work closely with community/ voluntary organisations, particularly in Nelson, building capacity of the sector and empowering communities. The post would be front facing with a visible presence in the community. It is proposed that LTTP partners provide a desk space for the post to ensure strong links are maintained with the key CVFS organisations.

- On the provision of desk space, it is proposed that this is costed and funding provided for the community/voluntary organisations for hosting the Community Development Officer.
- This post will focus on delivering the LTTP community outputs and outcomes. This would enable the community building capacity required for LTTP.
- Key skill set for this role includes:
  - Ability to network at grassroots level.
  - Ability to empower others.
  - Strong community development experience
  - Ability to coordinate and manage tasks of delivering project events / activity in a community setting.

## Key Considerations for the Board

- **Government Guidance:** The deployment of these roles is contingent upon government approval and funding allocations. An estimated breakdown of the 2 posts over 5 years, including, National Insurance, Superannuation and all other on-costs is as follows:

	2025/26	2026/27	2027/28	2028/29	2029/30
Programme Manager	£60,076	£61,855	£63,687	£65,573	£67,514
Community Development Worker	£45,492	£46,937	£48,322	£49,746	£51,213
TOTAL	£105,668	£108,792	£112,009	£115,319	£118,727

On costs will include a funding allocation to accommodate the Community Development Officer post within local Community Organisations.

- **Line Management:** The Programme Manager will supervise the Community Development Officer, ensuring cohesive delivery across engagement and operational aspects.
- **Alignment with LTTP Objectives:** Both roles are tailored to deliver the LTTP's goals, focusing on community empowerment and effective programme management.

## Conclusion

- The LTTP programme requires both a lead officer and community development worker to manage and deliver the community regeneration programme. Both roles are different and require different skills set; the lead officer (Programme Manager) will manage the programme, working at a strategic level with the Board, coordinating the monitoring and Government returns. The Community Development Worker would work at a community level, building capacity of groups and projects and engaging residents in the programme.



## IMPLICATIONS

**Policy:** None arising directly from this report.

**Financial:** The Programme Manager and the Community Development post will be funded through LTTP.

**Legal:** None arising directly from this report.

**Risk Management:** None arising directly from this report.

**Health and Safety:** None arising directly from this report.

**Sustainability:** None arising directly from this report.

**Community Safety:** The Community Development Officer role will engage with local Community on safety issues.

**Equality and Diversity:** The Community Development Officer role is community engagement and will have focus on hard to reach groups.

### Appendix One

Draft Job Description - Programme Manager

### Appendix Two

Draft Job Description - Community Development Officer