



VENTNOR TOWN COUNCIL



JOB DESCRIPTION

POST	BUSINESS AND VOLUNTARY SECTOR OFFICER	SALARY	29,269
REPORTING	TOWN CLERK	WEEKLY HOURS	35
EMPLOYER	VENTNOR TOWN COUNCIL	LEAVE	28 DAYS
PURPOSE	TO CARRY OUT THE KEY TASKS DELINEATED BELOW WITHIN VENTNOR TOWN COUNCIL'S STATUTORY RESPONSIBILITIES		

KEY TASKS

- 1) Encourage the creation and prospects for business throughout the Town.
- 2) Encourage the efforts and aims of the Town's voluntary sector activities – and their synchronicity where appropriate for such events as Fayres and fundraising occasions
- 3) To develop ideas to support worthwhile initiatives being taken, or suggested, by Town's people
- 4) To monitor and record the impact throughout the Town of constrictions laid upon ingress and egress infrastructure from seashore to downs
- 5) Identifying potential funding streams related to the Town Council's work and assist in the preparation and submission of applications
- 6) To line manage the Youth Opportunities Officer and the Well-Being Café Coordinator
- 7) To prepare reports, documents, briefings and presentations as required
- 8) To monitor and manage the budget allocated to the postholder
- 9) Attend events and meetings where required which may occur in the evening or on weekends counterbalanced by Time in Lieu

RELATED TASKS

- 10) To adhere to the requirements of the Data Protection Act in respect of confidentiality and disclosure of data
- 11) To comply with Ventnor Town Council's Equal Opportunities Policy and apply it at all times
- 12) To carry out such other duties as may occasionally be required by the Town Clerk in line with the objectives of the post and Ventnor Town Council