



**Job title:** Projects Officer  
**Responsible to:** Town Clerk  
**Organisation:** Bognor Regis Town Council  
**Place of work:** Town Hall, Bognor Regis  
**Hours of work:** 37 Hours per week

**The purpose of the job and its primary objectives:**

To organise the democratic and administrative support to the Community Engagement & Environment (CE&E) Committee and the Events, Promotion & Leisure (EP&L) Committee on behalf of the Council. This document does not constitute a full 'Job Description' and is therefore not an exhaustive list of duties, but rather indicates the main areas of activity.

**The main duties of the post:**

Clerking Community Engagement & Environment (CE&E) Committee; producing agendas, reports and minutes; overseeing of delivery of any actions/outcomes; organisation of Topic Teams, including issue of agenda/minutes, and attendance at meetings such as Beach & Sea Access, Climate Emergency Focus Group, and Youth Steering Group.

Clerking Events, Promotion & Leisure Committee, in liaison with the Events Officer; producing agendas, some reports and minutes; overseeing of delivery of any actions/outcomes in liaison with the Events Officer.

Liaising with the Committee and Events Support Officer regarding the production of agendas, arrangements for and actions/outcomes arising from the Committee /Topic Team meetings.

Dealing with issues/actions relating to existing and new BRTC projects, including clocks; climate change; drop-in surgeries; heritage; open forums etc.

Organise all Community engagement including Councillor surgeries; liaise/engage with community groups, stakeholders and partners.

Organise, prepare papers and minute BR Heritage Partnership meeting, reporting back to relevant Committee.

Attending meetings and prepare reports for the following meetings: Bognor Regis BID Board, ADC/WSCC networking incl. JAG and Partnership Advisory Board (Early Help).

### **Other functions**

Attending meetings and training courses as may be necessary or helpful in developing your career.

To be aware of and comply with current Health & Safety Regulations and the Town Council's Health & Safety policies and procedures as they relate to the duties and responsibilities of the post.

Carry out other such duties as requested from time to time by the Town Clerk or line manager as may be reasonably allocated to the post holder and that are commensurate with the grading and responsibilities of the post.