

PROJECT AND STRATEGY OFFICER



- Organisation:** Newton Abbot Town Council
- Grade:** SCP 33 to 36
- Salary:** £41,418 to £44,428 per annum
- Hours:** 37 hours per week; mostly Monday to Friday with some weekend/Bank Holiday and evening work required for events and to meet service demands.
- Term:** Permanent (following a successful 6-month probationary period).
- Location:** Newton Abbot Town Council, Newton's Place, Wolborough Street, Newton Abbot, Devon TQ12 1JQ.

✚ **Closing date: Noon, Wednesday 20th November 2024**

✚ **Interviews to be held week commencing 2nd December 2024**

Newton Abbot Town Council is seeking a highly motivated and enthusiastic Project and Strategy Officer to enhance Newton Abbot's physical, social, and economic wellbeing.

The Project and Strategy Officer is a new post and will play a pivotal role collaborating with local authorities and organisations to deliver improvement projects for the benefit of Newton Abbot. Enhancing Newton Abbot's physical, social, and economic wellbeing by:

- Coordinating and implementing initiatives for town improvement.
- Leading broader regeneration efforts.
- Achieving set targets for the town's development.
- Supporting local businesses.
- Representing the town through visible presence and media.
- Funding - identify funding sources, prepare bids, and manage projects from start to completion.

The post holder will be based at Newton's Place, working within the parish boundaries of Newton Abbot and its localities, as directed by the line manager.

Requirements:

- Degree level qualification or formal professional qualification in Community Development or Business Management or related subject.
- Excellent administrative experience and confident IT skills including the use of Microsoft Office (Word, Excel, PowerPoint).
- A confident and professional approach in working across all disciplines and organisational levels to develop effective working relationships and collaborate with stakeholders; members of the public, businesses, colleagues, elected members and both District & County Councils.
- Experience of town development strategies/Business Improvement Districts (BIDs)
- Excellent communication skills both written and verbal, together with excellent listening skills.
- Ability to accept responsibility for major tasks/projects and deliver results, often in complex and difficult situations.
- Experience of supporting projects linked to an organisation's strategic agenda.

The successful candidate will enjoy a supportive team environment where your skills are valued and recognised and the chance to play a pivotal role in stakeholder engagement, project co-ordination and town development while enhancing the council's success, in addition to 25 days annual leave, and the option to join the local government pension scheme.

For an application pack, please visit our website <https://www.newtonabbot-tc.gov.uk/vacancies/>

For an informal chat about the position please contact either Phil Rowe, Town Clerk or Samantha Scott, Deputy Town Clerk on 01626 201120 or via email info@newtonabbot-tc.gov.uk

Please note - no CVs accepted. Only formal applications will be considered.