

## Job description and employee specification

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| <b>Job title:</b>            | Regeneration Assistant  | <b>Location:</b>      | Forest of Dean    |
| <b>Reports to:</b>           | Regeneration Manager  | <b>Working hours:</b> | 37 per week       |
| <b>Job number:</b>           | TBC   | <b>Salary range:</b>  | £18,000 per annum |
| <b>Supervises:</b>           | Regeneration Manager  |                       |                   |
| <b>Purpose:</b>              | <p><b>Brief summary of the role:</b></p> <p>To assist with administration and communication duties allocated by the Regeneration Manager to help further economic regeneration ambitions within the Forest of Dean.</p> <p>To support day-to-day engagement with the Forest Economic Partnership, Lydney Coastal Community Team, Five Acres Project Team and the Cinderford Regeneration Board.</p>   |                       |                   |
| <b>Key responsibilities:</b> | <ul style="list-style-type: none"> <li>• To attend meetings and provide general administration to ensure effective partnership working.</li> <li>• To provide technical and research capability.</li> <li>• To support production and distribution of high quality communication content and marketing campaigns. Analysing impact and effectiveness for future campaign decisions.</li> <li>• Improve communications content management to ensure high quality, accurate online information to meet the needs and aspirations of local business providers and consumers and ensure these expectations are being met through regular liaison.</li> <li>• Ensure that search engine optimisation is applied in all cases and a consistent look and high standard in line with the Forest of Dean District Council and Publica's corporate identity guidelines is applied.</li> <li>• Using the OCSI mapping and ACORN segmentation tools improve market intelligence and effectively target user groups.</li> <li>• Work with Publica's Communication Team to integrate press, media and social media activity into all marketing campaigns. Use appropriate research tools to keep abreast of this ever changing arena.</li> <li>• Dealing with general enquiries on regeneration matters by email, letter, telephone and in person.</li> <li>• Liaise with appropriate event organisers and venues to assist with meeting and event organisation.</li> <li>• Willingness to work flexibly, including some evenings and weekends, and attendance at local events when required to promote agreed council services.</li> <li>• To carry out any other duties, which may reasonably be required, in relation to a post of this nature.</li> </ul> |                       |                   |

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|   | <p><b>This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.</b></p> <p><b>General Accountabilities</b></p> <ul style="list-style-type: none"> <li>• Working to add value to, and be a valued member of the team, and to be valued by customers</li> <li>• The post holder is responsible to maintain a safe working environment and ensure as reasonably practicable that safe working practices are adopted by employees within this work environment</li> <li>• Work in compliance with the Codes of Conduct, Regulations and policies of Publica</li> <li>• Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information;</li> </ul>   |
| <p><b>Essential requirements, qualifications, skills and abilities:</b></p> | <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• GCSEs (5 A-Cs or equivalent, including Maths and English)</li> <li>• A level / NVQ3, or BTEC Relevant professional qualification (relevant experience can be considered as an alternative)</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience in office environment / similar or related role</li> <li>• Experience in Regeneration, business administration or marketing</li> <li>• Marketing &amp; promotion, knowledge of communications media</li> <li>• Experience &amp; confidence in using a variety of ICT applications including MS Office, geographical mapping systems &amp; marketing tools</li> <li>• Good organisation skills</li> <li>• Good record keeper/data management</li> <li>• Commitment to partnership working in the Forest of Dean</li> <li>• Good interpersonal skills, communicates effectively at all levels (excellent verbal and written skills)</li> <li>• Achieves results through others</li> <li>• Is customer focussed, responsive, and co-operative with customers</li> <li>• Is proactive/self motivated, ability to work unsupervised</li> <li>• Prioritises and meets tight deadlines</li> <li>• Is flexible</li> <li>• Works together with employees, colleagues and customers to resolve problems and implement change initiatives</li> <li>• Knowledge &amp; experience of partnership working</li> <li>• Firm but tactful approach</li> <li>• Ability to maintain confidentiality in accordance with Data Protection</li> </ul> |
| <p><b>Desirable requirements qualifications,</b></p>                        | <ul style="list-style-type: none"> <li>• Degree / Relevant Professional Qualification</li> <li>• Experience of working as a member of a multi-disciplinary team and/or partnership to produce high quality joint work</li> <li>• Local Government/ public sector experience</li> </ul>   |

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| <b>skills and abilities:</b> | <ul style="list-style-type: none"> <li>• Ability to apply the policy into project work</li> </ul>   |                   |
| <b>Special conditions:</b>   | <ul style="list-style-type: none"> <li>• There may be a requirement to work at other Publica Group Limited and/or client locations to meet the needs of the business.</li> <li>• Expected to work reasonable additional hours in line with the needs of the service</li> <li>• You will need use of a car for work purposes/you may need use of a car for work purposes.</li> </ul> |                   |
| <b>Date of Issue:</b>        | January 2019  |                   |
| <b>Date reviewed:</b>        |   |                   |
| <b>Reviewed by</b>           | <b>Name:</b>  | <b>Job title:</b> |