



Vacancy

Lancashire Area Committee Support Officer

LALC has 11 Lancashire Area Committee networking groups.

Following a period of quiet, due to Covid and LALC changes, we have a need to support the Area Committees with a Secretary and others areas which need support.

LALC is working closely with Lancashire County Council on a project with a number of strands to raise the professionalism and knowledge of local councils this has lead to the creation of this new role.

The role will cover the work and meetings of the various Area Committees including meeting attendances of those with no secretary.

If you think you can bring the Area Committees alive, read the following details and if you wish to know more, contact Debra below to find further details.

What is an Area Committee?

LALC member councils nominate representatives to attend the Area Committee meetings.

An Area Committee runs its own network, and the Secretary is a key part of holding the network together and building on its strengths. Holding between 2 and 4 meetings per year, per area committee, in central locations to the relevant committees area with a mix of in person and remote meetings.

The meetings give member council's the opportunity to network with other local Council's in their area.

Each Area Committee nominates a number of representatives to sit on the LALC Executive. LALC is run by its members – representatives from member councils sit on LALC's Executive Committee to represent their area and on other relevant bodies. From the LALC Executive there is a designate who sits on the NALC Executive Council.

What is the role of the Area Secretary?

The Secretary is the key role for each Area Committee and will manage many tasks, some of which are to:

- collate members' details
- arrange the area meetings
- invite members to the meetings
- record and act on the meetings instructions
- liaise with LALC on its nominated members

But, more importantly the Secretary will help keep the Area Committee relevant by:

- encouraging attendance at meetings and networking opportunities
- translating current 'hot topics' in to learning opportunities with discussions, presentations or training being delivered at the area committee meetings
- attracting speakers or experts to visit the meetings

- including topical or seasonal subjects on the agenda relevant to the Council's work throughout the year
- being creative to bring the area committee meetings alive and the event 'not to miss' for the Councils' representatives
- aiding and assisting Lancashire County Council Officers to present and/or brief area committees on new initiatives
- disseminate information from Borough and County Councils relevant to local councils
- work with Lancashire County Council partnership officers to plan out the county schemes and initiatives through the year
- raise awareness of training events, courses or conferences relevant to the sector
- encourage and supply information to the area committees on relevant training available from LALC

What experience is relevant to this role

This support officer role will cover all the area committees, some requiring more support than others:

- local council experience
- organisational, motivational and promotion skills
- good at presenting and making documents and subjects interesting and appealing with good accuracy levels
- able to work from home and on own initiative
- own transport to visit/attend area committee meetings
- flexible working hours
- relevant equipment can be supplied
- drive and motivation to take this role, work and build it and grow it in to a key role in keeping the area committees working and relevant
- report to LALC monthly on progress, actions and achievements

Remuneration / salary

- Monthly salary, £4200 per annum
- Working from home allowance
- Mileage claimed at 0.45 per mile
- Reimbursements of office supplies and necessary items for the work