



Laneshaw Bridge Parish Council

Job Description for Village Coordinator

10 hours per week, flexible working arrangements, £15.30 per hour

Reports to: Parish Clerk

Overall Responsibilities

Village Coordinator for Laneshaw Bridge Parish Council will assist the Parish Council in providing an enhanced service to the parishioners of the village, above and beyond what it's legal obligations.

The role is to help to enhance the village in terms of the built and living environment, to promote community spirit and to increase volunteer capacity.

As part of this, there will be an admin function as well as a practical, hands-on function. The Village Coordinator will report to the Clerk and will need to work in conjunction with the Village Lengthsman.

They will need to ensure that they work within the Council policies at all times.

Specific Responsibilities

1. To prepare (in consultation with appropriate members) agendas for meetings of the Council Working Groups (such as the Events Group and In Bloom Group). To attend such meetings and prepare minutes for approval
2. Completing the tasks as required by the minutes of those groups.
3. To act as the Editor of The Brigger, the village newsletter and arrange its distribution.
4. To help to formulate and organise an active programme of one-off, annual and regular village events to cater for all age groups.

5. Work to engage more volunteers to help maintain civic pride in the village.
6. Help to coordinate an improvement plan for the village, in terms of planting, and keeping the village in good order.
7. To ensure that venues for meetings are booked prior to the event; open the venue and ensure safe closure once the meeting has ended.
8. To receive correspondence and documents on behalf of the Council and to deal with the same or bring such items to the attention of the Council.
9. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue requests for payment on behalf of the Council for services provided and to ensure payment is received.
10. To draw up, both on their own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on the practicability and the likely effects of specific courses of action.
11. To ensure that the In Bloom group works in unison with the Village Lengthsman, to complement each other's activities.
12. To keep working budgets for ongoing Working Group projects.
13. To act as a representative of the Council as required.
14. To complete relevant Health & Safety paperwork for activities undertaken by any Working Groups.
15. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
16. To manage the Parish Council website and village Noticeboards.
17. To look after the Social Media accounts of the village.
18. The Village Coordinator is responsible for the overall management of their own Health and Safety at Work in tandem with the Act of 1974.
19. The Village Coordinator contracted to 10 hours per week and any additional hours shall be logged and taken as leave agreed appropriate or may negotiate payment for these hours should time off not be suitable.
20. To ensure the Christmas decorations are erected in a timely and safe manner.
21. To be able to travel to external meetings as required via their own transport. Mileage allowance will be paid on any business mileage travelled. Relevant vehicle insurance must be in place.
22. Any other duties that the Clerk feels necessary for the Village Coordinator to carry out, within reason.