

Job Description

Position	Special Projects Officer (Temporary until 06/27)
Reports To	Chair
Responsible over	None
Main functions of the role	To progress and complete projects highlighted by the Parish Council To regularly report on progress to Parish Council To identify areas for Parish Council involvement and progression in line with the local plan and residents To represent the Parish Council with suitable professionalism to external bodies as appropriate.
Detailed functions of the role	To progress to conclusion Parish Councils aims on the following projects: <i>* Matters relating to the leases and ownership of land registration</i> <i>* Matters relating to creation of Walking Routes and bench placement within the Village</i> <i>* Matters relating to Youth Engagement within the village</i> <i>* Matters relating to full defibrillator coverage within the village</i> <i>* Matters relating to the Village volunteer recruitment and co-ordination plan</i> Write regular reports to detail progress to Parish Council meetings To act in accordance with the wish of the Parish Council To act in accordance with the policies of the Parish Council To identify areas for further development To act in accordance with procurement policies and aligned with the principals of best value To advise on any areas within the local plan which are not presently under consideration