



Colchester Town Partnership is an exciting, proactive not for profit company. Our key objectives are to make Colchester a better place for all who live in, work in and visit the town by organising relevant activities and improving partnership working. We also liaise between businesses, local authorities and other organisations.

We are searching for an

Assistant Town Manager Salary £24,000 pa

who will assist the Executive Director and CTP Board by providing project management and administrative support.

We are looking for a highly motivated individual to join a proactive company which is seeking continual improvement. You will need to have an enthusiastic, flexible attitude, with excellent communication skills and good organisational abilities.

If you are interested in applying for this position, please send a letter of application and a copy of your CV including the following details:

- ***Your personal contact information***
- ***Full employment history, including current job title, salary, objectives and achievements***
- ***Why you are interested in this position and how you feel your expertise and experience to date will enable you to succeed***
- ***Educational, professional and vocational qualifications***

**This is an exciting opportunity for someone to make a real impact.
Could this be you?**

**See the attached Job Description and Person Specification and send your application, marked Private and Confidential, to Chris Rawlinson, Executive Director, Colchester Town Partnership, Office Suite 8, John Cole House, 20-22 Crouch Street, Colchester CO3 3ES or chris@colchestertp.co.uk
If you would like an informal discussion call Chris on 01206 760000**

***Applications close 12 noon Monday 11th December 2006
Interviews will be held Friday 15th December 2006***

Colchester Town Partnership (CTP)

Job Description - Assistant Town Manager, Colchester

Post Title: Assistant Town Manager

Hours: 37 ½ per week **Salary:** £ 24,000 pa

Holidays 25 days pa plus statutory bank holidays

Responsible To: CTP Executive Director

Location: CTP Office, Crouch St, Colchester

Initially this will be a one year appointment, to be annually reviewed

Main Purpose of Job:

To contribute to the continuous improvement of Colchester, by delivering CTP Business Plan initiatives and activities.

To assist the CTP Board and all key stakeholders/partners by providing project management and administrative support.

Main Duties and Responsibilities:-

1. To 'champion' the vision and identity of Colchester Town Partnership.
2. To support the CTP Executive Director and the CTP Board with the co-ordination and delivery of CTP's Business Plan in conjunction with Action Groups, partners and stakeholders.
3. To generate, plan and implement partnership projects and events, such as Christmas Lights/Events, Colchester in Bloom, Summer Sounds etc.
4. To proactively encourage key stakeholders to participate in achieving the CTP's vision and objectives, and to ensure that partners are regularly informed about progress.
5. To collate, monitor and maintain a clear analysis of the Town Centre activities, vitality and viability, in line with the CTP agreement with Colchester Borough Council.
6. Manage day-to-day tasks, such as:
 - Recording, distributing and replying to correspondence; taking and producing minutes of meetings; correspondence filing.
 - Issuing financial orders, paying invoices, controlling petty cash and maintaining all financial records;

Maintaining office supplies.

Recording holidays; sickness, absence, training courses, conferences and other staffing matters.

Handle enquiries by personal visit, telephone or in writing and ensure appropriate action is taken in response.

Ensure that office systems and databases are set up, maintained and developed to provide up-to-date information when required.

Carry out risk assessments and safety audits as necessary to ensure compliance with relevant health and safety practices and guidelines.

Organise and administer meetings and functions for Colchester Town Partnership.

7. To identify income generation opportunities and obtain funding for projects and programmes.
8. Prepare and present reports to relevant meetings and liaise with appropriate partners, members and external agencies.
9. To actively identify Best Practice in Town Management issues and maintain up-to-date awareness of relevant developments.
10. To be familiar and comply with all relevant Health and Safety, Operational, Personnel, Data Protection and Financial Regulations, policies and procedures.
11. To ensure equality of opportunity is afforded to all persons both internal and external to the Partnership, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.
12. Carry out such other reasonable duties as instructed by the Executive Director and CTP Board

Special Conditions

This post includes occasional evening and weekend working for which no enhancements are payable.

PERSON SPECIFICATION

CATEGORY	ESSENTIAL JOB REQUIREMENTS	DESIRABLE JOB REQUIREMENTS	METHOD OF ASSESSMENT
Job related skills; knowledge	<p>Ability to manage and prioritise own workload.</p> <p>Good level of numeracy.</p> <p>Ability to use word processing, spreadsheet and database packages</p> <p>Ability to communicate effectively, orally and in writing.</p> <p>Ability to work as part of a team.</p> <p>Ability to work under pressure, whilst maintaining accuracy.</p> <p>Good telephone manner, incorporating customer care.</p>	<p>An understanding of invoicing procedures.</p> <p>An understanding of working with local authorities and businesses.</p>	<p>Application form/ interview</p> <p>Application form/ interview</p> <p>Application form/ interview</p> <p>Application form/ interview</p> <p>Application form/ interview</p> <p>Application form/ interview</p> <p>Application form/ interview</p>
Experience	<p>Experience in an administrative environment.</p> <p>Some experience of project management</p>	<p>Considerable experience of project management.</p>	<p>Application form/ interview</p> <p>Application form/ interview</p>
Education/ Qualifications	<p>Good general standard of education.</p>		<p>Application form/ interview</p>
Other	<p>A flexible, positive attitude.</p> <p>Must be able to ensure confidentiality at work.</p>		<p>Application form/ interview</p>