

## **Job Description - Friends of Bruchsal Support Officer**

**Salary:** £25,419 (Local Authority Grade 6) pro-rata

**Hours:** 7.5 hours/week

**Term:** This is a fixed term appointment for 6 months

**Responsible to:** Nominated member of Friends of Bruchsal Management Committee

### **Summary**

The Friends of Bruchsal are a voluntary society who work to develop and support partnership links with Cwmbran's twin town, Bruchsal, in Germany. This post is to support the society in those aims, with specific elements set out in the job role below

### **Job Role**

1. To promote the organisation through establishment of appropriate social media, including a Facebook page and Twitter account.
2. Ensure that incoming communications and correspondence - both on-line and hard copy - are recorded, acknowledged and a response given. Responses to be confirmed with nominated key contact(s) of the Friends of Bruchsal (FOB) Management Committee.
3. Establish links with local youth organisations in the Cwmbran area - including Cwmbran Centre for Young People (CCYP), Coleg Gwent (Learning Zone), and local secondary schools.
4. Establish links with local businesses and enterprises in the Cwmbran area, to highlight potential benefits of supporting twinning arrangements.
5. To scope out the format and potential providers of an updated website for Friends of Bruchsal, including start up and annual running costs.
6. Support FOB Society members with their voluntary work, in developing and logging links with Bruchsal - both individuals and organisations
7. Work with the FOB Management Committee to promote increased membership of the society through direct contacts, publicity information and attendance at local events.
8. Prepare short reports to update FOB Management Committee of activities undertaken ahead of each scheduled meeting.

9. Explore opportunities to access grant funding that supports partnership activities, and provide information to FOB Management Committee to confirm any applications to follow through.

### **Person Specification**

The successful applicant should be a positive individual, able to work effectively on their own. They should be self-motivated, have very good communication skills and enjoy working with people.

A proven administrative background is needed, and they should have good IT skills - in everyday packages for word processing, logging work and presenting information. The successful applicant should also be comfortable with social media and conventions on using appropriately.

They will need to exercise good judgement, so as to interpret and communicate information and have good relationship building skills relevant to partnership working.