

# **ROCHDALE BOROUGH COUNCIL**

## **JOB DESCRIPTION**

**SERVICE:** Neighbourhood Services

**SECTION:** Township Team

**LOCATION:** Number One Riverside

**JOB TITLE:** Township & Engagement Officer

**POST NUMBER:**

**Grade:** 7

**Accountable to:** Head of Townships & Libraries

**Accountable for:** n/a

**Hours of Duty:** 37 flexible working hours in accordance with the needs of the service.

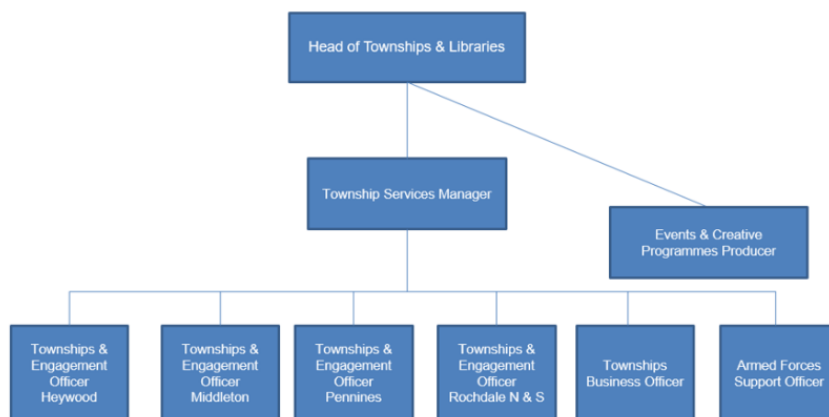
**Any Special Conditions of Service:** The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.

Attendance at evening and out of hours meetings which will be recompensed in accordance with Local Conditions of Service.

Casual Car Allowance payable

**The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.**

### **Organisational Chart:**



## **PURPOSE AND OBJECTS OF THE JOB**

Under the overall direction of the Head of Townships & Libraries to work with other Service Groupings, Members and other external organisations/agencies to provide co-ordination and support in connection with Council services to an individual Township with particular emphasis on devolved services, ensuring services meet the local priorities of the Individual Township identified in the Townships Plan.

To promote community development and engagement through attending meetings, assisting with projects and representing the community to the Council, and vice versa, and ensure that the community is empowered to develop skills and promote independence within local communities.

## **Control of Resources**

### **Personnel**

May occasionally be required to supervise staff that are engaged in particular areas of work in a supporting role.

### **Financial**

Reporting of financial information in relation to Township budgets to Committees and Sub-Committees.

### **Equipment/Materials**

Responsible for equipment and materials used by self, ensuring the maintenance and development of management information and recording systems (manual and computerized) appropriate to the needs of the service.

### **Health/Safety/Welfare**

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

## **Relationships (Internal and External)**

### **Internal**

- Senior Management and Officers within the Council
- Elected Members of the Authority

### **External**

- Employees within other Local Authorities and Public Bodies
- Government Departments/Agencies
- Members of Parliament
- Representatives and employees of partner organisations including statutory partners
- Members of the public and targeted communities/users
- Community and Voluntary Sector

## **Responsibilities**

The postholder must -

Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.  
Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

## **Values and Behaviours**

Approach the job at all times using the values set out in the Rochdale Way:

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply the Rochdale Way behaviours at all times.

## **Principal Duties**

- To assist in the setting up, operation and monitoring of Management Information Systems to support Township Committees, Sub-Committees, Working Parties Area Forums and other Township structures and where necessary to facilitate other meetings which require the input of Township Management, such as Friends of Groups, to support and encourage groups to become independent.
- To identify and engage traditionally hard to reach groups, promoting opportunities to inform local decision making.
- To work with Council Services to progress the monitoring of Township issues to ensure these issues are dealt with in a timely and appropriate manner.
- To service review meetings with Members, officers and external organisations, including agenda preparation, minute taking and progress chasing.
- To liaise with community organisations, the voluntary sector and other outside agencies on Township issues.
- To produce reports to Township Committees, and other meetings, and deliver reports on behalf of head of departments where required.
- To maintain and assist in co-ordination of the diary of activities/meetings and events in the Township.
- To be responsible for verbally reporting on devolved Township Budgets including grants, strategic funds and capital allocation. Work with the Township Business Officer to provide Elected Members with regular budgetary information and reports.
- To assist in development of, and take a lead in implementation of the Townships Plan
- Take responsibility for identifying projects, allocation of suitable funding and progress chasing ensuring funds are allocated in line with Township priorities.
- Engage with Community groups, assisting with projects and funding bids as necessary.
- To undertake designated projects under the direction of the Head of Townships & Libraries with particular focus on projects that will assist with the township ethos of enabling devolution.
- To respond to issues raised in the public arena, including media enquiries, and where necessary answering questions on behalf of Heads of Department as directed to do so.
- To carry out duties with a high level of independence using initiative and problem solving skills.
- To work as a member of the team, making an effective contribution to the operation of the service, and identifying issues which require progressing at a corporate level and working in support of them as required.

- To support projects in relation to the Armed Forces Covenant
- To support the Events and Creative Programmes Producer to deliver a variety of events across the Townships
- Working on cross Township projects as and when required.
- To liaise with Township sub-groups, area forums and thematic partnerships to provide monitoring reports and updates to Elected Members on the Townships Plan and identified priorities.
- To provide cover for the other Township & Engagement Officers as directed, including meetings, Township Committees and project work.
- Work closely with RMBC's Marketing and Communications Team to promote the work of Townships to internal and external clients.

### **Secondary Duties**

To deputise for the Head of Townships & Libraries as required, including at Township Committees, Working Parties, Elected Member meetings, Partnership Groups, Thematic Groups and Officer meetings, including writing reports to Township Committees and relevant delegated sub-committees when required.

To take the lead on areas of community development work with minimum supervision and using own initiative, and to assist with development of new participatory groups within each Township.

Assist decision making at a local level by helping to progress the devolution agenda, including setting up officer meetings with senior managers and Heads of Service, consultation with the public, attending and reporting to elected member meetings in order to identify local priorities and ensure these are reflected in the Townships Plan.

To provide fund raising, community capacity building, and business planning advice to community groups.

To take responsibility, as required, for major projects in the Township, aimed at delivering on specific Township priorities.

To participate in in-service training programmes as either a trainee or trainer.

To undertake any of these duties in any of the five Townships as the need arises.

To undertake such other duties and responsibilities as may be determined by the Chief Executive or nominated representative from time to time, in consultation with the post holder and if he/she wishes with his/her trades union representative.

To ensure that the post holder has an ongoing knowledge of the government agenda in relation to the development of public services and an understanding and knowledge of the roles and responsibilities of elected members and how the Council operates, where necessary this may include undertaking research and liaising with other authorities/ organisations etc.

Under the overall direction of the Head of Townships & Libraries or other Officer at a more senior level, required to undertake additional duties and responsibilities on a permanent and/or ongoing basis.

To promote a positive image of Townships.

Job Description prepared by Valery White - Date 22<sup>nd</sup> October 2025

**Rochdale Borough Council  
Person Specification**

|                  |                        |               |                               |
|------------------|------------------------|---------------|-------------------------------|
| <b>Service :</b> | Neighbourhood Services | <b>Post:</b>  | Township & Engagement Officer |
| <b>Section :</b> | Townships              | <b>Grade:</b> | 7                             |
| <b>Ref:</b>      |                        |               |                               |

**Note to Applicants:**

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

**The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.**

| Criteria                                                                                                                                                                                                                               | Essential (E)<br>or<br>Desirable (D) | How Identified:<br>AF Application Form<br>I Interview<br>A Assessment |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----------------------------------------------------------------------|
| <b>Filter Questions</b>                                                                                                                                                                                                                |                                      |                                                                       |
| <b>(a) Special Working Conditions</b>                                                                                                                                                                                                  |                                      |                                                                       |
| 1 Please confirm you are willing to work some evening and weekend working                                                                                                                                                              | E                                    | I                                                                     |
| 2 Please confirm you are able and willingness to travel in the course of duties                                                                                                                                                        | E                                    | I                                                                     |
| <b>(b) Qualifications and Experience</b>                                                                                                                                                                                               |                                      |                                                                       |
| 1 Please give details of your experience of working in a Local Authority or large public service organisation                                                                                                                          | E                                    | AF/I                                                                  |
| 2 Please give details of your experience of working in partnership with other agencies/large public organisations and the voluntary sector/community and of the relationship between the Local Authority and these other organisations | E                                    | AF/I                                                                  |
| 3 Please give details of your experience of working within communities, engaging with hard to reach groups                                                                                                                             | E                                    | AF/I                                                                  |
| 4 Please give details of your experience of managing a project or scheme of work with which you were personally involved and had a position of responsibility                                                                          | E                                    | AF/I                                                                  |
| 5 Please give details of your experience of providing advice/support to local groups and organisations.                                                                                                                                | E                                    | AF/I                                                                  |
| 6 Please give details of your experience of dealing with a diverse range of issues and individuals in a sensitive, diplomatic and tactful manner.                                                                                      | E                                    | AF/I                                                                  |
| 7 Please give details of your operational experience of Windows based IT to use databases, spreadsheets, desktop publishing, presentation and word-processing software.                                                                | E                                    | AF/I                                                                  |
| <b>(c) Skills and Knowledge</b>                                                                                                                                                                                                        |                                      |                                                                       |
| 1 Please give details of your knowledge of budget monitoring.                                                                                                                                                                          | E                                    | I                                                                     |
| 2 Please give details of your understanding and knowledge of consultation processes                                                                                                                                                    | E                                    | I                                                                     |
| 3 Please give details of your knowledge and understanding of servicing meetings, including minute taking, progress chasing, report writing and making presentations                                                                    | E                                    | I                                                                     |
| 4 Please give details of your knowledge of the government agenda in relation to the development of public services and an understanding and knowledge of the roles and                                                                 | E                                    | I                                                                     |

|                                  |                                                                                                                                                                                                                                                                                                                  |   |   |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
|                                  | responsibilities of elected members and how the Council operates                                                                                                                                                                                                                                                 |   |   |
| 5                                | Please give details of your knowledge of developing and implementing Management Information systems.                                                                                                                                                                                                             | E | I |
| 6                                | Please give details of your excellent interpersonal skills including consulting, negotiating, motivating and influencing and dealing with a diverse range of issues and individuals in a sensitive, diplomatic and tactful manner                                                                                | E | I |
| 7                                | Please give details of your understanding of the challenges and opportunities facing diverse and disadvantaged communities                                                                                                                                                                                       | E | I |
| 8                                | Please give detail of your understanding of the issues and pressures of working in a small team                                                                                                                                                                                                                  | E | I |
| <b>(d) Values and Behaviours</b> |                                                                                                                                                                                                                                                                                                                  |   |   |
| 1                                | <p>Approach the job at all times using the values set out below:</p> <p><b>Proud</b> of the difference we make</p> <p><b>Passionate</b> about the diversity of the Borough</p> <p><b>Pioneering</b> and Open in our approach</p> <p>Please confirm you are willing to adhere to these values and behaviours.</p> | E | I |