

## JOB DESCRIPTION

<b>Job Title</b>	Partnerships Officer		
<b>Directorate</b>	Partnerships, Locality and Culture		
<b>Reporting to</b>	Localities Development Manager		
<b>Grade</b>	13		
<b>Evaluation ref:</b>	TR0091	<b>Job Family ref:</b>	
<b>Role Purpose</b>			
<p>The Partnerships Officer will play a pivotal role in enabling effective collaboration across Somerset Council's Strategic Partnerships service. Working within a matrix structure, the post holder will act as the first point of contact into the service, managing multiple communication channels and supporting the delivery of stakeholder engagement activities. This includes liaising with internal colleagues, elected members, town and parish councils, voluntary community, faith and social enterprise sector organisations, and statutory partners such as the police, fire, and health services.</p> <p>The role will support the coordination and delivery of stakeholder events, working groups, and statutory functions, ensuring that all stakeholders are informed, engaged, and represented. The post holder will also contribute to project governance, financial processes, and statutory guidance, helping to uphold the integrity of the council and deliver meaningful outcomes for communities across Somerset.</p>			
<b>Accountabilities</b>			
<p>Act as the first point of contact for the Strategic Partnerships service, managing communications via website, mailboxes, and other channels.</p> <p>Plan, coordinate, and deliver stakeholder meetings and events, including Parish Conferences, monthly Parish Clerks meetings, and 18 LCN meetings per quarter.</p> <p>Maintain and update stakeholder databases to ensure accurate and effective engagement.</p> <p>Provide advice and guidance on statutory functions, including the Assets of Community Value (Right to Bid) process.</p> <p>Support financial delivery by raising purchase orders, processing invoices, and resolving budget queries.</p> <p>Facilitate cross-cutting project delivery across the service, ensuring appropriate governance and documentation.</p> <p>Report on project progress, risks, and benefits to inform service development.</p>			

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Negotiate and influence key stakeholders while upholding council policies and statutory criteria.

Enable and support the delivery of workshops, conferences, and training sessions for internal and external stakeholders.

Work collaboratively across the Strategic Partnerships, Locality and Culture service to ensure consistent and integrated service delivery.

### Knowledge / Experience / Skills

	Essential	Desirable
<b>Knowledge</b>		
Knowledge of statutory functions relevant to local government partnerships	X	
Understanding of local government structures and statutory responsibilities		X
Familiarity with community development and VCSFE sector		X
Knowledge of the Assets of Community Value process		X
<b>Experience</b>		
Experience working in a partnership or stakeholder engagement role	X	
Experience managing events and meetings with diverse stakeholders	X	
Experience supporting project governance and reporting	X	
Experience of effectively managing conflict and challenging situations	X	
Experience working within a matrix management environment		X
Experience influencing and negotiating with senior stakeholders		X
<b>Qualifications / Registrations / Certifications</b>		

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Educated to A-level standard or equivalent experience	X	
Relevant professional qualification in public administration, community development, or stakeholder engagement		X
Qualification or relevant experience in ICT and project management		X
<b>Skills</b>		
Strong communication and interpersonal skills	X	
Ability to manage multiple communication channels and stakeholder relationships	X	
Event planning and coordination skills	X	
Financial administration skills (e.g., raising POs, processing invoices)	X	
<b>Working Conditions</b>		
Hybrid working in place but will need to be able to travel and work with partners across Somerset, so will need independent means of travel and flexibility to work outside their normal working hours to support evening meetings and events		
<b>Dimensions of the role</b>		
<p><b>Posts:</b> 2 (No direct reports)</p> <p><b>Matrix Working:</b> Across Strategic Partnerships, Stronger Communities, VCSFE, and Localities</p> <p><b>Stakeholder Engagement:</b> Internal colleagues, Somerset Councillors, Town/Parish Councils, VCSFE, Police, Fire, Health, and residents</p> <p><b>Communication Channels:</b> Website, service mailboxes, direct contact</p> <p><b>Event Coordination:</b> Parish Conference, monthly Parish Clerks meetings, 18 LCN meetings per quarter, workshops, training</p> <p><b>Statutory Functions:</b> Assets of Community Value (Right to Bid), guidance on statutory service requirements.</p> <p><b>Financial Support:</b> Raising POs, processing payments, resolving budget queries.</p> <p><b>Project Governance:</b> Documentation, reporting, risk and benefit tracking</p>		

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### Working Arrangements

Somerset Council's Dynamic Working Strategy will be applied to this position.

### Corporate Accountabilities

Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: