

## Neighbourhood Services



### JOB DESCRIPTION

#### Partnerships and Business Support Co-ordinator

Grade LS12	Post Number: 8051
Responsible to:	Streetwise Manager
Responsible for:	Technical Business Support Officer
Job Objective:	Providing support and cover across all Co-ordinator roles including supporting the growth of Streetwise and increasing service areas income. Acting as the Lead on all key partnership working opportunities
Main duties and responsibilities:	<ol style="list-style-type: none"> <li>1. Provide support and assistance in helping manage staff, operatives, contractors, vehicles and equipment engaged in delivering Streetwise services</li> <li>2. Provide support for business development and income generation across all service areas including marketing, promotional opportunities and literature</li> <li>3. Manage and develop partnership working across all service areas including community litter picks, days of action, volunteers networks and friends groups</li> <li>4. Ensure vehicles and plant are regularly maintained, compliant and drivers comply with the requirements of the Drivers Handbook and all relevant legislation</li> <li>5. Be the key link between town and parish council and Streetwise service delivery</li> <li>6. Deal with day to day enquiries from members of the public, town parish councils, and elected members.</li> <li>7. Contribute to the Council's corporate policies and objectives</li> <li>8. Liaise with other services, external groups, other local authorities and organisations to develop and communicate strategies and policies on cross cutting issues, attending meetings as necessary</li> </ol>

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	9.	Ensure the procurement of materials and supplies is carried out in accordance with the Council's Procurement Policy, Financial Regulations and Standing Orders.
	10.	Manage the Technical Business Support Officer in ensuring all back office functions and support are delivered
	11.	In conjunction with the Council's Communications team, foster working relationships to enable the promotion of the service, highlighting areas of good performance
	12.	Provide operational cover for other Co-ordinators, taking into account busy periods and annual leave arrangements
	13.	Be responsible for the implementation of Council Policies in so far as they relate to the activities under your control, including Health and Safety, Risk Assessments, Corporate Code of Conduct and Risk Management
	14.	Keep residents informed and be responsible for consultation and communication for your services.
	15.	At the discretion of the Streetwise Manager and Head of Service Neighbourhoods, undertake other duties from time to time consistent with the nature of the job described above.

Approved by: Luke Colaluca

Signed:

Date: June 2025