The Friends of Bruchsal Society

 www.friendsofbruchsal.co.uk

 **Advertisement and Job Description**

 **Friends of Bruchsal Support Officer**

**Salary:** Local Authority Grade 6 Scale point 18

**Hours:** 20 hours per calendar month

**Term:** This is a fixed term appointment for 12 months, reviewable after 6 months

**Responsible to:** Chair and Secretary of Friends of Bruchsal Management Committee, and Lead Trustee.

**Working Pattern:** Working from Home with attendance at meetings, usually within Cwmbran. Relevant IT equipment will be provided.

**Summary**

The Friends of Bruchsal is a voluntary society which works 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; and to maintain the partnership links between Cwmbran Community Council, and Croesyceiliog and Llanyrafon Community Council.

**Job Role**

 1 To promote the organisation through posts on appropriate social media.

 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 Chair and Secretary of the Friends of Bruchsal (FOB) Management Committee.

 3 Establish and progress links with local youth organisations in the 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 Assist FOB Society officers and members with their voluntary work, in

maintaining links with Bruchsal - both individuals and organisations

 6 Work with the FOB Management Committee to promote increased membership of the Society through direct contacts, publicity information and attendance at local events.

 7 Provide administrative support for arranging Exchange visits working with FOB and FOCwmbran in Bruchsal,Germany.

 8 Prepare minutes and short reports to support FOB Society Management Committee and Trust Committee.

 9 Explore opportunities to access grant funding that supports partnership activities and participation within Bruchsal and the wider regional area, of cultural, business and educational activities with reports to the FOB Management Committee and the Community Councils of Cwmbran, and Croesyceiliog & Llanyrafon.

**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.

Further information available from the Lead Trustee tel. no. 07793283410

Apply via email to **secretary@friendsofbruchsal.co.uk**

**Closing date: 10 May 2024**