

Brimscombe Port Project Board

Community Representative

Role of the Community Representative

The role of the community representative on the Board is to be a conduit between the council and the local community and to bring the community's viewpoint to support the council in delivering this redevelopment.

Key tasks

- Strive to attend all meetings of the Project Board and be an active participant in discussions and activity.
- Prepare for Board meetings by reading the agenda, minutes and any other papers in advance of a meeting.
- Work collaboratively with other Board members to oversee the implementation of Brimscombe Port's redevelopment
- Contribute suggestions and ideas to achieve the Board's role outlined above.
- Fulfil any tasks or responsibilities assigned at the Board meetings and report back progress.
- Follow appropriate standards of behaviour in line with the Terms of Reference of the Project Board.
- Help to build good relationships in the spirit of partnership with other stakeholders.
- Feedback on the work of the Project Board and progress on the site's redevelopment to the wider community, recognising where confidentiality may restrict this and ensuring that confidential matters are not shared outside of Project Board members.
- Act in the best interests with regard to the local community at all times
- Avoid conflicts of interest where possible or ensure conflicts are declared.

Person specification

The following attributes are required of a Community Representative

Essential

- A keen interest in the redevelopment of Brimscombe Port
- A demonstrable interest in the issues facing the community in relation to the redevelopment of Brimscombe Port
- Effective listening and communication skills
- Ability to understand and weigh up information, some of which may be financial, technical or legal
- Strong analytical capability, including the ability to question, probe and seek clarification about complex issues.
- Ability to work effectively with people and possess team-working skills
- Ability to engage with and work collaboratively as part of a group
- Must have respect for other people's views

- Able to handle sensitive and confidential information and maintain confidentiality
- Ability to communicate complex information to the local community
- Ability to consider matters without regard to personal political views, objectivity and an absence of pre-conceived views.

Desirable

- Experience of being active in committees, Boards, community groups or local projects
- Experience of procurement and development processes
- Ability to think creatively and innovatively
- An interest in community engagement and consultation

Eligibility criteria

- In order to be considered for the role of Community Representative, you must be aged 18 or over and be resident or work within 1km of Brimscombe Port
- Not a councillor (Parish, District or County) within the District or an employee of Stroud District Council (or a close relative of one) or serving on any of its Committees, Sub-Committees (for example as a co-opted Member) or other joint partnerships.
- Given the independent nature of this role, it is also unlikely that we would appoint a person who has, within the period of five years immediately preceding the date of the appointment, been a member or officer of Stroud District Council or has served on any of its Committees, Sub-Committees or other joint partnerships
- No active connections with any political party.
- The community representative must not use this role for their own personal or business interests, or those of their neighbours, friends and relatives. They must not use views that are just personal to them – but to speak on behalf of the community generally.
- You must not breach confidential matters and you will be required to enter into a confidentiality agreement.

Time Commitment

Project Board is expected to meet every 6 weeks, in-person, for approximately 1hr 30 mins as necessary, unless there is no business to consider. The Board is likely to continue for up to 2 years, although meetings are expected to be needed less frequently once a developer has been procured.

Remuneration

This is a voluntary role and there is no remuneration associated with it. If the Community Representative is asked to take on any tasks which result in costs arising, reasonable expenses will be reimbursed.