

## JOB DESCRIPTION

### Partnership & Engagement Lead

---

<b>Service area:</b>	<b>Leisure &amp; Environmental Services</b>
<b>Reports to:</b>	<b>Head of Leisure &amp; Environmental Services (with delegated supervision to Senior Strategic Partnership Lead)</b>
<b>Responsible for:</b>	<b>N/A</b>
<b>Location:</b>	<b>Leek and Buxton / Agile Working</b>
<b>Work flexibly between various locations:</b>	<b>Yes</b>
<b>Grade:</b>	<b>AG6</b>
<b>Salary range:</b>	<b>SPC 25-29</b>
<b>Car driver:</b>	<b>Yes</b>
<b>Essential/casual:</b>	<b>Essential</b>

---

#### JOB PURPOSE

Working alongside the Senior Strategic Partnership Lead and Head of Leisure & Environmental Services to ensure the effective and efficient delivery of services in the following key areas of operation;

- Leisure, recreation and Move More
- Parks and open spaces

To work with the Leisure & Environmental team, internal colleagues, external partners and contractors to develop and maintain attractive and engaging parks and open spaces.

#### JOB DUTIES

- To develop and maintain positive relationships with partner organisations, contractors and internal colleagues in order to enable successful delivery of both Councils strategic priorities relating to parks and open spaces and Move More

- To be a central point of contact for internal colleagues, community organisations, town/parish councils, partners and contractors in order to support the delivery of high quality and sustainable projects and services which contribute to both councils strategic priorities.
- To assist in the development, maintenance and review of strategies and plans relating to parks and open spaces and Move More.
- To support the review and response to planning enquiries relating to parks and open spaces, play, active design and physical activity, ensuring that appropriate processes and records are kept in relation to these.
- To lead the development, submission and ongoing management of external funding applications and their associated grant agreements.
- To use agreed methods, processes and systems to effectively demonstrate the impact of projects and initiatives, ensuring they contribute to the overall priorities of the service area.
- To produce project progress reports, committee reports, policies or strategies, contract documentation, risk assessments and other related written documentation where appropriate.
- To manage the delivery of a range of capital projects, to oversee contractors work where appropriate and maintain records, such as construction, design, management (CDM), process payments to contractors or external partners, generate internal charging vouchers and raise invoices for income generation as instructed.
- To undertake investigation and resolution of routine customer enquiries, complaints and freedom of information requests where required.
- To be responsible for web content updates, developing internal/external publicity/PR collateral and monitoring and evaluation reports, linked to the post holders areas of responsibility, as and when required.
- To represent the service at meetings with service users, clients, consultants, contractors, funders, partners and other working groups as necessary, and to assist in building and sustaining good working relationships with all existing and potential customers and contractors.
- To carry out such other duties as associated within Leisure & Environmental Services which the Head of Service or Senior Strategic Partnership Lead may require to ensure the efficient and effective running of the section.

## **CORPORATE RESPONSIBILITIES**

Dated 13.03.2026

- Promote and support the delivery of the Councils Climate Change actions plans, the response to the Councils' declarations of a climate emergency and the delivery of the Councils' biodiversity duty.
- Promote, both Councils' Equalities and Diversity Schemes ensuring that all discrimination is eliminated.
- Promote a safe and healthy working environment including taking responsibility for the health and safety of all staff, elected members, service users and other members of the public, in line with the Councils' Health and Safety at Work Policy.
- Support the Councils' commitment to good environmental management by ensuring the most environmentally friendly use of resources by reducing the amount of business travel by using teleconferencing facilities etc.
- Promote the principles of good customer care by taking responsibility, ensuring reliability and having respect for all those for whom the service is being provided, including colleagues and elected members.
- Work flexibly in support of colleagues and to undertake any other duties which may reasonably be requested commensurate with the grade for the post.
- Promote and comply with both Council's policies and guidelines on Information Governance and the Data Protection Act.
- Consistently exhibit the behaviours required under the Alliance GROW values and code of conduct.
- Be committed to safeguarding and promoting the welfare of children and young people and vulnerable adults.
- Carry out election duties as required.

## **JOB REQUIREMENTS**

Transport Requirements	Driving required for travel to Alliance locations
Working Patterns	Hours of work as agreed with the line manager. Some out of hours work may be required
Working Conditions	Agile working (with travel to Alliance office locations as required)
Resources Staff/Finance	
Physical	Working to planned priorities
DBS	No