

**KENDAL TOWN COUNCIL ON BEHALF OF THE KENDAL COMMUNITY
EMERGENCY PLAN GROUP**



**ADDITIONAL INFORMATION
KCWPG ADMINISTRATOR POST
(FIXED TERM 3 YEAR CONTRACT)**

We are looking to recruit an Administrator for a fixed term 3 year contract. The separate Job Description gives details of the overall and specific responsibilities of the post.

The aim is to appoint the postholder to start in April 2017.

The postholder will be paid an hourly rate based on a monthly timesheet. For guidance the average is 10 hours per week. The amount actually worked per week may vary.

Attendance at occasional evening and weekend meetings is required. The position will be based in Kendal although occasional travel may be required.

Flexible working is offered. The postholder may use a desk in an office belonging to Kendal Town Council in the Town Hall subject to its availability. Alternatively the postholder can work from home. For this position a laptop, printer and mobile phone will be provided.

The postholder will report to the KCEPG and be directed by them.

The interviews for this position will be held week beginning 27 March 2017.

The following is background information on the role and the KCWPG:

Administrative Support is required for the Kendal Community Emergency Planning Group (KCWPG) to service our Community Resilience Project. The project has been designed to support the development of the Community Emergency Plan (CEP) for Kendal over a three year period. This will allow us to support the residents and businesses of Kendal to plan, prepare and recover from an emergency.

The Community Emergency Plan for Kendal has been put together by a group of volunteers, who comprise members of the public with a vested interest in the community in which they live and work. The basis of this plan is to provide a service to the Kendal Community in

circumstances prior to an emergency where there is a need to ensure residents have as much notice as is possible to prepare for the possibility of such a situation that is likely to have a sudden and adverse impact on their homes and businesses. The immediate focus will be upon a potential future flooding event, but over the next 3 years we will also plan for other likely emergency scenarios.

Essential Administrative Support is needed so that we are able to recruit, register and train adequate numbers of volunteers which in turn will allow us to further develop the emergency plan. We are very much aware that Kendal already has a number of individual Community Emergency Planning Groups who are currently working in isolation, at present, to protect their communities. Our aim is to work with and co-ordinate these Groups and share the Administrative function. Already we are in contact with these groups to ensure they are aware and have agreed the need to work in Partnership.

Volunteers for KCEPG can either volunteer directly or through one of our partnership organisations. These volunteers will be available to respond in the event of an emergency, before, during and afterwards to aid recovery.

This project will enable an annual and ongoing programme of work to recruit and register volunteers followed by training. Our aim is to be prepared and ready for emergency events in the future. Training will be a combination of in-house whilst taking advantage of training being organised by other support organisations such as Cumbria CVS. We know from attendance at a variety of public meetings that many people throughout the town are prepared to volunteer their services to be included in this plan. We are working in Partnership with Cumbria Neighbourhood Watch Association to make use of Cumbria Community Messaging, a free service, so that we can accurately register and remain in contact with volunteers through that service.