

## Role Profile – Volunteer Board Member, Todmorden Town Deal Board

### Our Vision

Our vision for Calderdale in 2024 is for a place where you can realise your potential whoever you are.

We aspire to be a place where talent and enterprise can thrive. A place defined by our innate kindness and resilience, by how our people care for each other, are able to recover from setbacks and are full of hope. Calderdale will stand out, be known, and be distinctive.

A great place to visit, work, but most importantly, a place to live a larger life.

### Role Details:

Role Title: Board Member, Todmorden Town Deal Board

Remuneration: Voluntary position

### Role Purpose:

The Todmorden Town Deal Board will make recommendations to Calderdale Metropolitan Borough Council, accountable body for the Todmorden Town Deal, on investment priorities in line with the aims of the government's Town Deal investment fund.

The full business case for the Todmorden Town Deal will be submitted in autumn 2020 for investment funding of up to £25m to fund agreed projects to be delivered during 2020-25.

The Town Deal Board will then give strategic support and oversee the delivery of the investment programme following any successful funding award; monitoring progress and outputs and making recommendations for any changes to the programme.

Board Members will be engaged with the local community and be aware of the particular strengths, weaknesses and challenges it faces.

### Responsible for:

Board members may have responsibility for overseeing a specialist sub-group(s) that may be established to guide and oversee specific projects in the town investment plan, according to their individual areas of expertise.

### Responsible to:

Board members will be responsible to the co-chairs of the Board, each other and various project stakeholders in the community.

Two Co-Chairs will be appointed by the Board; one from a private sector business in Todmorden, the second to be appointed from one of Calderdale Council's elected members. Each will serve as Co-Chair for 12 months.

### Circumstances (delete if not needed).

The Board will consist of 14 members including:

- Calderdale MBC Councillors x 3
- Parish and Town Councillor x1
- Private sector representatives from local Todmorden businesses x4
- Voluntary and community sector representatives x4
- West Yorkshire Combined Authority representative x1
- Member of Parliament for the Calder Valley (or their representative) x1

Board members will be required to attend Town Deal Board meetings. These will normally be held every 4 to 6 weeks in Todmorden, and take place early in the evening, usually lasting upto 2 hours. Additional interim meetings be required with specific project sub-groups depending on the final investment programme, and delivery structures and sub-groups that will be put in place to oversee the investment plan.

**Applications are invited from the private business sector for 4 board members, and also from the voluntary and community sector for the other 4 board member positions. Board members should commit themselves to a minimum Board membership of 2 years.**

Additional advisory board positions may occur from time to time, depending on the final funding award and programme of delivery that is prioritised and agreed by Calderdale Council's (accountable body) Cabinet group. Such partner organisations will be invited to join the board, or specialised delivery sub-groups, on an interim basis as required.

### Principal duties and responsibilities

1. Attend all Todmorden Town Deal Board meetings to represent the local community, positively contributing to discussion on future investment planning for the town.
2. Be fully cognisant of the aims of the government's Town Deal investment fund, working proactively with all Board members to define and agree a priority list of projects and estimated costs that can be delivered within the 5 year project timespan and deliver the Town Deal's objectives.
3. Work with other stakeholders and community representatives to consult on the project proposals for investment and make recommendations to the Town Deal Board that will inform the full business case to Government and deliver the aims of the Town Deal investment fund.
4. Promote the opportunities available through the Town Fund to the wider Todmorden community, gaining support and buy in for re-invigoration of the town centre through the successful delivery of the Town Deal investment programme.
5. Support Calderdale MBC project officers and the work of any delivery sub-groups that are established to guide, oversee and deliver all specific projects for investment as recommended by the Town Deal Board and approved by Calderdale Council's Cabinet (as the accountable body for the Fund).
6. Receive and review Board reports on project activity and progress, acting as critical friend and making objective comments and recommendations for future delivery plans.
7. Be fully transparent in your actions, declaring any potential conflict of interest to the Board and acting with integrity and honesty whilst serving the Board and your local community.

### Person Specification

Candidates: Evidence how you meet the below requirements in your personal statement.

|                   | Requirement   | Essential | Desirable | How Identified                       |
|-------------------|---|-----------|-----------|--------------------------------------|
| Knowledge /Skills | Programme / project management skills                                 | X         |           | Application / Assessment / Interview |
|                   | Experience of Board membership in private or voluntary sector         |           | X         |                                      |
|                   | Strong communication negotiation and analytical skills                | X         |           |                                      |
| Experience        | Acting as a mentor  |           | X         |                                      |
|                   | Business and budget management in private, public or voluntary sector | X         |           |                                      |
|                   | Strategic planning and programme oversight                            |           | X         |                                      |

|            |  |   |   |  |
|------------|--|---|---|--|
|            | Working to successfully influence a wide variety of stakeholders   | X |   |  |
| Experience | Programme / project management delivery of capital investment or employment and skills training programmes |   | X |  |
|            | Town planning investment   |   | X |  |
|            | Economic regeneration programmes   |   | X |  |

Role Profile prepared by/author:  
Job title: Richard Armitage

Date:11.3.2020

Checked and Signed off by (Recruitment & Resourcing team member)  
Name: Emma Bolton

Date: 13.3.2020

All staff will be expected to maintain high standards of customer care in the context of the council's Core Values, to uphold the Equality and Diversity Statement and to participate in training activities necessary to their post.

Calderdale Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff and volunteers to share this commitment.

The Health and Safety at Work Act 1974 and associated legislation places responsibilities for health and safety on Calderdale Council, as your employer and you as an employee of the Council. In addition to the Council's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities commensurate with your role are identified in the Council's Corporate H&S policy and in you are required to familiarise yourself with these responsibilities.

All Calderdale staff will operate within the GDPR data protection guidelines.