

DRAFT
Middlesbrough Partnership
Action Group Lead Officer – Job Description

The Lead Officer will support the Chair on the delivery of strategic objectives on behalf of the Action Group.

Roles and Responsibilities

1. To support the Chair to influence, comment and respond to strategies and policies relating to the Action Group theme.
2. To represent the Action Group on relevant groups, in support of the Chair.
3. Support the Chair to develop and deliver the Action Group priorities
4. To arrange or provide training, induction and other capacity development activity to members as appropriate.
5. To respond to performance management requirements of Middlesbrough Partnership.
6. To provide administrative and secretarial support to the Action Group and it's meetings.
7. To ensure adequate links between the Action Group and relevant officers within Middlesbrough Council.
8. All other general support for the group.