

## **Appendix 2**

Vacancy Descriptions:

### **The Cutbush & Corrall Charity**

#### **Outside Bodies - 'Job Specification' Form**

Name of Organisation	The Cutbush & Corrall Charity	
Type of Organisation e.g. charity	Charity (Almshouse)	
Contact Details	Name	
	Address	
	Telephone number	
	Email	
	Website	Under Construction
Mission and Objectives of Organisation	Provision of almshouse accommodation for Maidstone residents over the age of 50 years.	
Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director)	Trustee	
What do you hope to achieve through the relationship?	Promotion of the mission and objectives of the organisation	
How often does the Organisation meet?	Quarterly Board Meeting with other additional sub-committee meetings.	
Desirable skills and experience from the Council's representative	See attached Role Description. There are current vacancies on the Finance and Buildings sub-Committee. Interest from individuals with relevant experience in these fields would be particularly welcome.	
Terms of Reference Attached?	Scheme attached	
Any other information the Organisation wishes to add?	Role Description attached	

**Howard de Walden Centre**

**OUTSIDE BODIES – JOB SPECIFICATION FORM**

DATE	17th June 2021
NAME OF ORGANISATION	Howard de Walden Centre
TYPE OF ORGANISATION, eg Charity	Regd Charity no 268203
CONTACT DETAILS	NAME: <hr/> ADDRESS <hr/> TELEPHONE NO: <hr/> EMAIL: <hr/> WEBSITE:
Mission and Objectives of Organisation	The Object of the charity is the provision of a youth and community centre for the residents in Maidstone and the neighbourhood  (The Centre is in Bluett Street ME14 2UG)
Role and responsibility of the Council representative eg Observer, Trustee, Director	Trustee
What do you hope to achieve through the relationship?	Services of a trustee – and ongoing relationship with MBC
How often does the Organisation meet?	Trustees meet every second month. The Centre holds an AGM once a year
Desirable skills and experience from the Council's representative	Charitable trustee awareness and skills
Terms of Reference Attached?	No
Any other information the Organisation wishes to add?	Nomination by MBC is for a term of 4 years

## Kent Downs AONB Joint Committee

### Outside Bodies - 'Job Specification' Form

Name of Organisation	Joint Advisory Committee (JAC) - Kent Downs Area of Outstanding Natural Beauty Partnership
Type of Organisation e.g. charity	Partnership
Mission and Objectives of Organisation	<p>The primary purpose of the AONB is to conserve and enhance natural beauty. In pursuing the primary purpose of designation, account should be taken of the needs of agriculture, forestry and other rural industries and of the economic and social needs of local communities. Particular regard should be paid to promoting sustainable forms of social and economic development that in themselves conserve and enhance the environment. Recreation is not an objective of designation but the demand for recreation should be met so far as this is consistent with the conservation of natural beauty and the needs of agriculture, forestry and other uses.</p> <p>To achieve this a Joint Advisory Committee (JAC) of the Local Authorities and other advisory partners has been established. In summary the role of the JAC is to:</p> <p>The purpose of the Joint Advisory Committee (JAC) is to provide advice to those of its members with statutory responsibilities for the effective management of the Kent Downs Area of Outstanding Natural Beauty.</p> <p><b>Terms of Reference</b></p> <p>1. <b>Remit</b></p> <ul style="list-style-type: none"><li>• To advise on and keep under review objectives</li></ul>

	<p>for the management of the Kent Downs AONB and to promote liaison and best practice to achieve them.</p> <ul style="list-style-type: none"> <li>• To advise on the preparation and implementation of the AONB Management Plan.</li> <li>• To keep under review the Terms of Reference and membership of the JAC.</li> <li>• To agree membership of the Executive Group.</li> <li>• To advise on annual budgets.</li> </ul> <p>The JAC prepares and reviews the AONB Management Plan. The JAC oversees this work but the statutory responsibility to act jointly with other local authorities (through the JAC) to prepare and subsequently review and adopt the AONB Management Plan is placed on each local authority</p>
Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director)	To represent Maidstone District Council within the JAC, to provide advice from the MDC point of view.
What do you hope to achieve through the relationship?	<p>A two way exchange of information and advice: MBC - to implement the 'Duty of Regard' to the Kent Downs AONB; to share MBC's aims and policies with Kent Downs AONB; to provide leadership and advice on AONB matters and support for AONB activities within the authority.</p> <p>AONB advising MBC of the AONB policies and projects and sharing information on issues of joint interest.</p>
How often does the Organisation meet?	Twice a year (spring and autumn)
Desirable skills and experience from the Council's representative	Financial, business, promotion, sustainable tourism, farming, countryside management, planning etc
Terms of Reference Attached?	Yes
Any other information the Organisation wishes to add?	

## Maidstone Area Arts Partnership

### OUTSIDE BODIES – JOB SPECIFICATION FORM

DATE	14 <sup>th</sup> June, 2021
NAME OF ORGANISATION	Maidstone Area Arts Partnership
TYPE OF ORGANISATION, eg Charity	Charity
CONTACT DETAILS	<p>NAME: _____</p> <p>EMAIL:</p> <p>WEBSITE:</p>
Mission and Objectives of Organisation	<p><b>OUR VISION</b> All Maidstone communities flourishing through creative participation</p> <p><b>OUR MISSION</b> To represent and champion the needs of our arts community: Encouraging collaboration, seeking and developing new opportunities.</p> <p>To respond to wider community needs: Improving social inclusion and encouraging individual participation.</p> <p><b>KEY OBJECTIVES</b></p> <ul style="list-style-type: none"> <li>• Help members flourish</li> <li>• Fully represent arts organisation in the Maidstone area</li> <li>• Improve public awareness of artistic and cultural activities and its benefits to individuals and communities</li> <li>• Contribute to development of artistic and cultural initiatives for individual and wider community benefit</li> <li>• Partner with key agencies to implement artistic and cultural initiatives for individual and wider community benefit</li> <li>• Secure financial viability</li> </ul>
Role and responsibility of the Council representative eg Observer, Trustee, Director	<p>Observer +</p> <p>To report to the partnership activities proposed or being undertaken by MBC that are pertinent to the aims and objectives of MAAP.</p> <p>To provide feedback and where appropriate take action on issues raised by MAAP members.</p> <p>To advise MAAP on proposed actions so that they are mutually beneficial to MBC, the wider community and MAAP</p>

What do you hope to achieve through the relationship?	Recognition of the role that the arts can make to realising the aspirations of MBC and its residents. Mutual support in realising each others aims and objectives
How often does the Organisation meet?	Quarterly, plus ad hoc meetings of working parties
Desirable skills and experience from the Council's representative	Knowledge of a range of MBC activities including but not limited to community development and economic regeneration. Ability to communicate MBC position to partner organisations Support for the arts and an ability and desire to present MAAP concerns effectively within MBC Ability to attend evening meetings
Terms of Reference Attached?	NO - Do not exist
Any other information the Organisation wishes to add?	MAAP have participated in the development of MBC's Cultural Strategy, and are actively engaged in its implementation. They have and will continue to organise cultural events with community significance

## Maidstone Sea Cadets

### OUTSIDE BODIES – JOB SPECIFICATION FORM

DATE	
NAME OF ORGANISATION	Maidstone Sea Cadet Corps
TYPE OF ORGANISATION, eg Charity	Youth Voluntary Group and registered charity no. 302793
CONTACT DETAILS	NAME: _____ ADDRESS: _____ TELEPHONE NO: _____ EMAIL:  WEBSITE: sea-cadets.org/maidstone
Mission and Objectives of Organisation	The Sea Cadet movement is a national youth charity <ul style="list-style-type: none"><li>• providing young people from 10-18 with life skills of teamwork, self-respect and social responsibility – the core qualities of good citizenship.</li><li>• promoting the development of young people in achieving their physical, intellectual and social potential as individuals and as responsible citizens by providing education and leisure time activities using a nautical theme and in accordance with the principles, ethos and practices of the Marine Society &amp; Sea Cadets (MSSC)</li></ul>
Role and responsibility of the Council representative eg Observer, Trustee, Director	Co-option on to the Unit Management Team
What do you hope to achieve through the relationship?	<ul style="list-style-type: none"><li>• Improved community relationships and connectivity with Borough activities</li><li>• Productive relationships with the work of the Borough</li></ul>
How often does the Organisation meet?	Bi-monthly on a Monday evening plus social events throughout the year.
Desirable skills and experience from the Council's representative	<ul style="list-style-type: none"><li>• Interpersonal skills</li><li>• Clear, strategic thinking</li><li>• Commitment and desire to contribute to the future of the Sea Cadet cause</li><li>• Effective connections with like-minded organisations</li></ul>

Terms of Reference Attached?	Visit <a href="http://seacadets.ms-sc.org/">http://seacadets.ms-sc.org/</a>
Any other information the Organisation wishes to add?	A DBS check would be required, and an online safeguarding course carried out. Co-option would last for the Councillor's term of office.



## Maidstone Street Pastors

### OUTSIDE BODIES – JOB SPECIFICATION FORM

DATE	18.07.23
NAME OF ORGANISATION	Maidstone Street Pastors
TYPE OF ORGANISATION, eg Charity	Inter-denominational Church Charity
CONTACT DETAILS	NAME: _____ ADDRESS: _____ TELEPHONE NO: _____ EMAIL: _____ WEBSITE:
Mission and Objectives of Organisation	Street Pastors is an inter-denominational Church response to urban problems, engaging with people on the streets to care, listen and help.
Role and responsibility of the Council representative eg Observer, Trustee, Director	Member of Management Committee is Cllr Denise Joy
What do you hope to achieve through the relationship?	To be faithful to the terms and conditions of our licence with Ascension Trust. We work in conjunction with Police, Emergency Services, Door Staff, CCTV and Maidstone Borough Council.
How often does the Organisation meet?	Street and Prayer Pastor team work EVERY Saturday night / Sunday morning. Management team have meetings approx every two months which includes Police and MBC.
Desirable skills and experience from the Council's representative	To be someone who understands the importance of the Night Time Economy. Someone who is sympathetic to Christian values and ways of working. Someone who is concerned for the health and wellbeing of those out at night.
Terms of Reference Attached?	Memorandum of Understanding is attached.
Any other information the Organisation wishes to add?	Maidstone was the first town in Kent to have Street Pastors which started here in 2008. All areas have seen remarkable results including drops in crime where teams have been working.

## Maidstone Twining Association

### OUTSIDE BODIES – JOB SPECIFICATION FORM

DATE	August 2023
NAME OF ORGANISATION	Maidstone Twining Association
TYPE OF ORGANISATION, eg Charity	
CONTACT DETAILS	NAME: <hr/> ADDRESS <hr/> TELEPHONE NO: <hr/> EMAIL: <hr/> WEBSITE:
Mission and Objectives of Organisation	To increase and maintain links with Beauvais
Role and responsibility of the Council representative eg Observer, Trustee, Director	To sustain the above and take note of accounts
What do you hope to achieve through the relationship?	To encourage and fund exchanges with sports groups, schools and any other Maidstone based association
How often does the Organisation meet?	Regular committee meetings and events for members. We offer help and advice for any visitor to our twin town Beauvais
Desirable skills and experience from the Council's representative	To be able to interact with all age groups
Terms of Reference Attached?	
Any other information the Organisation wishes to add?	

## MCCF (Maidstone Cycling Campaign Forum)

### OUTSIDE BODIES – JOB SPECIFICATION FORM

DATE	25/7/23
NAME OF ORGANISATION	Maidstone Cycling Campaign Forum (Registered Charity Number 1172691)
TYPE OF ORGANISATION, eg Charity	Charity
CONTACT DETAILS	NAME: <hr/> ADDRESS <hr/> TELEPHONE NO: <hr/> EMAIL: <hr/> WEBSITE:
Mission and Objectives of Organisation	The charity represents the interests of cyclists in the Borough of Maidstone. The Forum's aims are to improve cycling conditions in Maidstone, encourage people to take up cycling as part of a healthy lifestyle, enable cycling as a practical environmentally friendly alternative to cars for short journeys reducing traffic congestion and pollution.
Role and responsibility of the Council representative eg Observer, Trustee, Director	Observer
What do you hope to achieve through the relationship?	The representative should play an active role in the Forum with regular attendance at the meetings and maintain an awareness of the current issues and concerns that the Forum are addressing. The Representative will be expected to assist liaison between the Forum and Maidstone Borough Council and its Departments. The representative will be expected to notify the Forum of all proposed developments of over 20 houses and business park developments helping to ensure that opportunities to enable active travel are fully incorporated.
How often does the Organisation meet?	2/ 3 times a year
Desirable skills and experience from the Council's representative	To be / have been a cyclist or would be if a safer environment existed, have an interest in cycling and provide a link between the Forum and the Council. Ideally be a member of the Strategic Planning and Sustainable Transport Committee.

	Have the vision and awareness to understand the benefits of cycling as an alternative to cars, to reduce congestion and pollution.
Terms of Reference Attached?	Copy of the Maidstone Cycle Campaign Forum Constitution on request
Any other information the Organisation wishes to add?	The forum exists to promote cycling and active travel, therefore the forum may occasionally feel the need to campaign against decisions of the Maidstone Council and/or Kent County Council.
<b>Term of office</b>	As an observer the Council representative will not have voting rights, period of office will be 2 years, subject to the representative remaining a Maidstone Councillor.

## Medway Valley Line

### OUTSIDE BODIES – JOB SPECIFICATION FORM

DATE	15 May 2024
NAME OF ORGANISATION	Kent Community Rail Partnership Steering Committee and Medway Valley Line Group
TYPE OF ORGANISATION, eg Charity	Voluntary
CONTACT DETAILS	NAME: <hr/> ADDRESS <hr/> TELEPHONE NO: <hr/> EMAIL: WEBSITE:
Mission and Objectives of Organisation	<p>The Partnership improves the effectiveness of local railways and brings social, economic and environmental benefits to all those served by community rail services. The CRP work focuses on promoting improvements to station environments and surroundings, seeking to improve integration of rail services with other means of sustainable transport, ensuring access for all and promoting local rail lines and nearby attractions to local businesses and a wider public as a means to improve Health &amp; Wellbeing and Tourism. We also work with schools to encourage young people to get into the habit of using rail. Crucially we seek to engage local communities in this work so that they see their local lines and stations as a core part of the life of their villages and towns, placing a greater value on the benefits which they can obtain from their railway.</p>
Role and responsibility of the Council representative eg Observer, Trustee, Director	<p>In addition to undertaking the normal duties of members of the Kent Community Rail Partnership Steering Committee (which approves and monitors delivery of the annual Action Plan) and the Medway Valley Line Group (MVL), the representative(s) appointed by the Maidstone Borough Council's Strategic Planning and Sustainable Transport Committee will be expected to maintain and improve liaison and communication between Maidstone Borough Council and the Community Rail Partnership and the Medway Valley Line Group.</p>

	The representative(s) will be expected to work with the CRP/MVL to develop, co-ordinate, and implement co-operative endeavours to improve the provision of rail and associated sustainable transport initiatives.
What do you hope to achieve through the relationship?	Maidstone Council should be an active participant in the Partnership with regular attendance at meetings, helping to ensure the long term sustainability of the Partnership and its contribution to local communities and transport improvements.
How often does the Organisation meet?	Quarterly
Desirable skills and experience from the Council's representative	Familiarity with Transport and particularly Public transport plans and issues.
Terms of Reference Attached?	Yes
Any other information the Organisation wishes to add?	In addition to attendance at formal meetings, it is always much appreciated if representatives are able to support some of our public events where we promote the Partnership and its work to constituents.
Term of office	Not limited.

## Relief in Need Charities

### OUTSIDE BODIES – JOB SPECIFICATION FORM

DATE	October 2023
NAME OF ORGANISATION	Maidstone Relief in Need Charities
TYPE OF ORGANISATION, e.g. Charity	Charity
CONTACT DETAILS	NAME: ADDRESS TELEPHONE NO: EMAIL: WEBSITE: N/A
Mission and Objectives of Organisation	To relieve either generally or individually persons resident in the former Borough of Maidstone who are in conditions of need, hardship or distress. The former Borough is the Borough as constituted prior to local government reorganisation in 1974. The main activity in relation to this objective is the making of grants of money to individuals and organisations.
Role and responsibility of the Council representative e.g. Observer, Trustee, Director	Trustee
What do you hope to achieve through the relationship?	The relationship is historic and governed by the Scheme for the Regulation of the Charities. Nominative Trustees are appointed by the Council for a term of 4 years and may be but need not be Members of the Council.
How often does the Organisation meet?	Two or three times a year, usually in the morning.
Desirable skills and experience from the Council's representative	<ul style="list-style-type: none"><li>• Knowledge of the system of State benefits – desirable but not essential.</li><li>• Knowledge of the law and financial procedures relating to and governing charities - desirable but not essential.</li></ul>
Terms of Reference Attached?	See above.
Any other information the Organisation wishes to add?	The Scheme for the Regulation of the Charities states that the Nominative Trustees shall be persons who through residence, occupation or employment, or otherwise, have special knowledge of the former Borough of Maidstone.

# South East Employers



## The role and profile of a councillor representative serving on South East Employers

Each council nominates their representatives, with the same number of standing deputies. Full representatives have voting rights and the period of office is for one year (renewable on a yearly basis as required by the council).

### 1. Key role

- To be the democratic representative for your council acting as the link between South East Employers and the member council.

### 2. Key accountabilities

- To act as the representative and ambassador for SEE within your council, across the south east region and nationally with local government central bodies.
- To ensure the interests of your council are represented at the formal meetings of SEE.
- Provide the strategic lead for SEE around employment, governance and local government improvement initiatives and the delivery of the business plan objectives.
- Provide strategic direction for promotion of new products, initiatives and programmes that support local government improvement, improvement within their council, and enhance the reputation of SEE.
- Collectively or individually lobbying on behalf of SEE around employment and improvement initiatives and themes that support the collective interests of member councils.
- To provide effective scrutiny and accountability of the development, implementation and delivery of the SEE business plan objectives.

### 3. Key skills

- **Communication**
  - Communicate the interests of their councils to SEE
  - Communicate the interests of SEE to their councils
- **Scrutiny and challenge**
  - Consider and investigate broad policy issues as members of SEE

Regional Director: Jennifer McNeill

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- Challenge processes, people and decisions in an objective and constructive manner
- **Provide vision**
  - Demonstrate openness to new ideas
  - Broaden perspective and enhance effectiveness by learning from others and sharing learning and good practice
- **Manage performance**
  - Develop knowledge of the role of SEE as a regional employers' organisation, and input individual council views and expectations
  - Encourage and support the scrutiny process and respond positively to feedback, challenge and ideas
- **Political understanding**
  - Represent your groups' views and values through decisions and actions
  - Understand and adhere to the rules and procedures of SEE
- **Working in partnership**
  - Assist in the implementation of processes to identify and tackle, in partnership with SEE, issues of council and other organisations that affect the community.
  - Represent the interests of SEE as the appointed representative and provide two-way communication between SEE and the council.
  - Develop a knowledge of SEE rules and procedures and develop a good working relationship with the staff of SEE.
- **Leadership**
  - Act as the public face and ambassador of SEE
  - Encourage co-operation and communication across political, council, regional and national boundaries

#### 4. Meetings

All representatives are invited to attend:

- the Annual Meeting  
To be held in September each year virtually using Microsoft Teams

In addition, those appointed from the full body will attend:

- Two Executive Committee meetings  
One to be held virtually in September using Microsoft Teams  
One to be held in either late February or early March in Winchester or virtually using Microsoft Teams
- Regional Joint Committee meetings (only convened if required)

Regional Director: Jennifer McNeill

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