

Role Description and Employee Specification

Job Title:	Sustainable Economy Manager	Location:	Coleford (Agile working policy applies)
Department:	Communities and Place	Service:	Communities and Sustainable Economy
Reports to:	Head of Communities and Sustainable Economy	Working Hours:	37 Hours per week
Salary:	£48,499 - £51,440 (including 2025-2026 pay award)	Peer Group:	PGG 7
Business World Post Number:	880000067	Job Group:	Level 3 Specialist
Contract Type:	Permanent	Direct Reports:	Sustainable Economy Officers x2 Sustainable Economy Assistant Market Town Officer

Overall purpose of the Post:	We are seeking a dynamic and values-driven individual to provide vision, purpose and strong operational leadership for the Council's aspirations for economic resilience and prosperity across the district, while ensuring environmental sustainability and social wellbeing. Leading on outcomes focussed delivery of five key priorities: • Circular economy and community wealth building • Business support • Workforce skills • Natural capital preservation • Sustainable towns Take oversight of the Council's Sustainable Economy Strategy and be an advocate for a circular economy, slow tourism and a people-centred approach to community wealth creation and redistribution to improve social equity and find the middle ground where community and planet can both thrive. Drive skills, aspiration and economic resilience for our town centres by making them more sustainable and attractive places to visit and live through our market towns regeneration framework.
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	Secure and ensure delivery of government and other externally funded community programmes whilst delivering social and economic wellbeing outcomes identified within our Council Plan. Act as the Council's lead officer for the Forest Economic Partnership (FEP), working collaboratively to translate strategic ambitions into tangible outcomes for the district's businesses, workforce, and communities.
Key Tasks and Responsibilities:	• Help shape a regenerative, inclusive local economy by centring wellbeing, equity, environmental sustainability, and local resilience. • Provide guidance and leadership to the team to identify priorities, agree objectives and establish measures of success. • Oversee the day-to-day operations of team including workloads, team budgets, resourcing requirements and processes. • Monitor and evaluate team performance against agreed standards and targets, identifying areas for improvement, taking appropriate action, and celebrating success wherever appropriate to do so. • Inspire and empower team members to foster a culture of continuous improvement, collaboration and innovation and to provide excellent colleague and customer experience. • Lead the Council's engagement with the Forest Economic Partnership (FEP), ensuring alignment of its projects and governance with the Sustainable Economy Strategy. • Champion FEP as the district's primary business and skills forum, ensuring local voices help shape economic policy and delivery. • Collaborate with internal and external stakeholders and local businesses to understand their needs, priorities and challenges to build strong relationships and collaborative working on sustainable economy initiatives. • Strengthen collaboration between business, education, and community partners • Stakeholder Engagement & Partnership Building- Build meaningful relationships with local communities, anchor institutions, businesses, and policymakers to co-create regenerative economic models and shared prosperity • Work with public and private partners to attract inward investment and external funding to grow sustainable local economies and drive rural economic prosperity. • Oversee the service level agreement with Dean Wye Tourism to support sustainable visitor economies and to extend the geographic and seasonal spread and spend of visitors. • Stay abreast of industry trends, regulations, and best practices to ensure the Council remains at the forefront of excellence. • Ensure the qualitative impacts of the service managed are well communicated, publicised, understood and appreciated. • To be politically astute and engage effectively with elected members, local businesses and the wider local community. • Prepare and present reports and recommendations to Council, Cabinet, Portfolio Holders and other committees.

	The responsibilities outlined are not intended to totally encompass or define all tasks that may be required of the post-holder. The post-holder will be required to undertake duties commensurate to the grade of this position.
Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:	• Educated to degree level or equivalent in a relevant profession • Five years' experience in the relevant field - Demonstrated experience in economic development, community planning, climate policy, or related field • Relevant professional membership/qualification of governing body • Ability to facilitate and manage ongoing change • Ability to resolve complex issues and complaints by negotiation and form strong, productive relationships with system partners to grow our reputation as a partner of choice and maximise external funding to support service delivery • Ability to remain calm and confident when dealing with challenging customers and environments • Ability to inspire and successfully motivate others towards shared objectives and work effectively with the business community and Cabinet members, representing the Council on agreed external partnerships • Ensure all relevant customer and company information is captured and recorded accurately • Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes • Demonstrate commitment and resilience to succeed • Delivery of community-led initiatives and programmes that result in clear economic wellbeing improvement • Ability to work independently under pressure and within tight deadlines • Effective budget management and delivering cost reductions whilst improving services • Excellent written and verbal communication skills • Competent in using a range of technology and software packages, including Microsoft
Desirable Requirements Qualifications, Skills and Abilities:	• Proven track record of working in a public sector or similar environment • Knowledge, understanding or experience of project management
General Accountabilities:	• The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment. • Work in compliance with the Codes of Conduct, Regulations and policies of the council. • To actively support the Council to reduce its carbon emissions and deliver climate resilient services and places • To support the response to a major incident, including taking up a designated role within the emergency management framework. • To support the Chief Executive/Returning Officer in administering election responsibilities
Special Conditions:	• You will be expected to work reasonable additional hours in line with the needs of the service.

	• There may be a requirement to work at other locations to meet the needs of the business. • Full UK Driving Licence. • Ability to travel / access to a vehicle for work purposes.		
Date Reviewed:	Sept 2025	Reviewed By:	Jacqueline Wright
Checked by HRBP	Clare Jones	Date of Issue:	October 2025