

## Job specification

<b>Job title:</b>	Ambassador in Angers
<b>Service:</b>	Economic Development (in Angers, International Relations)
<b>Salary:</b>	1,210€ (paid by Angers) net per month + living accommodation of which you will make a small contribution
<b>Reporting to:</b>	Head of International Relations in Angers

### Your job

You will be based in the International Relations department at the Town Hall in Angers and will maintain and develop twinning links between the Borough of Wigan and Angers in France.

You will welcome and receive groups of people from Wigan who are visiting Angers on exchanges, visits and organised conferences.

You will co-ordinate an official delegation visit by representatives from Wigan to Angers, liaising with appropriate officers to produce itinerary and book accommodation.

You'll provide a full translation service as and when required will assist Councillors and officers of Angers and Wigan Council. You will undertake the provision of translation of official written documentation for town hall services including letters, press releases, programmes, invitations and any other relevant documentation.

You will deliver presentations to schools and other associates promoting Wigan town its culture its residents.

### In this job you will

On an on-going basis you will:

- ◆ Work to the standards laid down within the policies, processes and procedures of the team, the department and the Council
- ◆ Ensure work is completed within specified timescales
- ◆ Continually review and evaluate performance of duties and personal performance and endeavour to see modification and improvement where required
- ◆ Assist in and maintain effective links and communication systems with colleagues, elected members, partners, external organisations and members of the public to promote the free flow of non-confidential information
- ◆ Explore opportunities and new ways of working to constantly improve the service

## In this job you will need

You must be able to demonstrate the following essential requirements:

- ◆ Degree or equivalent level of qualification in French or Modern Languages, or are about to graduate with a degree this year
- ◆ A thorough knowledge and understanding of Wigan borough and its culture
- ◆ Good public relation skills
- ◆ A friendly outgoing personality
- ◆ Be a self-starter with a positive attitude who can make things happen
- ◆ A great advocate for Wigan Borough
- ◆ Fluent in spoken and written French
- ◆ The ability to use a range of IT software packages for example Word, Excel, PowerPoint or similar

## Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

**Be Positive...** take pride in all that you do

**Be Accountable...** be responsible for making things better

**Be Courageous...** be open to doing things differently

Individuals with line management responsibilities are also expected to ...

**Inspire...** lead by example and help others to see the big picture

**Care...** show genuine concern for people as individuals and value their contributions

**Engage...** I connect with others both within and beyond the organisation

## Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

The graphic is titled 'Staff Deal' with a logo of two hands shaking. It is divided into two main sections: 'Our part' and 'Your part', each with a list of commitments. The 'Our part' section is signed by Donna Hall, CBE, Chief Executive. The 'Your part' section has a line for a signature. At the bottom, there are social media links for Wigan Council.

**Staff Deal**

**Our part**

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

Signed *Donna Hall*  
Donna Hall CBE, Chief Executive

**Your part**

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough

Signed .....

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