



Liaison Officer Role Overview

Role

- Establish and maintain liaison links with all Kirkley organisations and official bodies (where possible/practicable).
- Regularly liaise/meet with Kirkley organisations and official bodies for two-way communication and co-operation.
- Liaise with Kirkley based businesses to understand and communicate local issues.

Responsibilities

- Identify and establish links with Kirkley organisations and official bodies (e.g. PCSO, Neighbourhood Watch, Parish Council, Residence Association etc).
- Arrange regular meeting with selective organisations/bodies.
- Arrange ad hoc meetings with organisations/bodies relevant to particular issues that the KBA want to raise.
- Attend ad hoc meetings with organisations/bodies who want to raise particular issues with the KBA.
- Liaise with residents and businesses when issues, concerns etc. are raised or apparent.