

Newcastle City Council

Job Description



Post Title: Communities' Support Officer AA3468

Evaluation: 420 Points **Grade: N4**

Responsible to: Area Manager/Ouseburn Parks Manager

Responsible for:

Job Purpose: To support ward governance, community engagement and empowerment and social regeneration activity across a designated area. To ensure that local members, residents, communities, local VCS organisations, businesses and partners are informed of the work of the local communities team.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To support the local communities' team work to ensure that these are effective and help deliver against the city's ambitions to be a fair and working city and to have decent neighbourhoods.
- 2 To support ward committees and associated council and partnership structures.
- 3 To assist in embedding decent neighbourhood standards, corporate community engagement strategies and social regeneration activity, advising and supporting Directorates and partners agencies.
- 4 To identify funding sources supporting the financial sustainability of local communities and community organisations.
- 5 To provide advice and support on local and corporate funding sources (for example Ward Committee Grant Aid).
- 6 To develop, maintain and facilitate effective relationships with local people, communities, local organisations and partners to ensure they can engage and participate with the council on local neighbourhood issues.
- 7 Support multi-disciplinary teams assigned to develop and deliver specific projects or programmes locally.
- 8 To manage local databases, community information systems and processes to ensure the council is effective in informing and involving residents.

- 9 To promote and implement the council's Equality Policy in all aspects of employment and service delivery.
- 10 To ensure, so far as is practicable, that the prevention of crime and disorder (including anti-social behaviour and other behaviour adversely affecting the local environment) is appropriately reflected in all policies, service plans and activities.