

DARLINGTON BOROUGH COUNCIL

ECONOMIC GROWTH GROUP

JOB DESCRIPTION

<u>POST TITLE :</u>	Community Resilience Officer
<u>GRADE :</u>	Grade M
<u>JOB EVALUATION NO.</u>	E3440
<u>REPORTING RELATIONSHIP</u>	Head of Community Safety
<u>JOB PURPOSE :</u>	To develop and lead on the engagement programme with local communities across Darlington; building capacity, providing support and gathering intelligence to help inform future plans. To provide the local lead for the Prevent Programme.
<u>POST NO.</u>	D13985
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. To provide local delivery across Darlington for the Government's National Prevent Strategy, coordinating and delivering activity on the ground with colleagues across the Council and external partners.
2. To deliver community engagement, including advising and liaising with members, colleagues, public, private and voluntary sectors.
3. To help build capacity in local communities, working with and supporting partners, and implementing initiatives and programmes, such as: Mutual Gain and Respect Your Street.
4. To work closely with Street Scene colleagues to help support Street Champion Initiative.
5. To coordinate publicity for engagement and involvement programmes, including those in partnership with other organisations.
6. To use electronic tools and social media to develop an online presence for Community Safety; facilitate and enhance community engagement working closely with colleagues in Communications.
7. To trial new ways of working to develop community solutions to local problems.
8. To work closely with colleagues in Communications to help develop engagement programmes to engage local communities.

9. To provide feedback and intelligence from local communities to the Systems and Data Analyst, to help inform future plans and actions.
10. To support the work of the Civic Enforcement Manager with regard to community engagement, anti-social behaviour and environmental crime.
11. This post involves frequent contact with, and occasional responsibility for children.
12. To safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
13. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
14. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
15. Carry out your role in line with the Council's Equality agenda.
16. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
17. Any other duties of a similar nature related to this post that may be required from time-to-time.
18. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE, BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE AUTHORITY.

Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: January 2018

DARLINGTON BOROUGH COUNCIL

PERSON SPECIFICATION

COMMUNITY RESILIENCE OFFICER

ECONOMIC GROWTH

POST NO. D13985

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	5 GCSEs or equivalent qualification in community development.		D
	Experience & Knowledge		
2	Approximately 3 years' experience of community engagement work in a relevant field.	E	
3	Experience of working with communities with a range of different cultural backgrounds.	E	
4	Experience of working with volunteers	E	
5	Experience of interpreting legislation, policy or procedures to give recommendations and advice	E	
6	Experience of event coordination and management	E	
7	Experience of working closely with the decision makers of different organisations.		D
8	Experience of using social media and an understanding of its impacts.		D
	Skills		
9	Ability to prioritise and deliver to tight timescales.	E	
10	Ability to relate to people from different backgrounds and experiences.	E	
11	Ability to relay complex information without showing bias or compromising meaning.	E	
12	Ability to communicate both orally and in writing to a wide range of audiences (including the ability to write clear, concise reports and presentations)	E	
13	Effective listening skills and ability to establish a clear understanding of complex situations.	E	
14	Experience of collating data and various sources, interpreting and using the information to write reports and presentations that can be understood by a range of audiences.	E	
15	Ability to work as a member of a number of teams, one of which may be virtual.	E	
16	Ability to listen to a number of views and broker an agreed way forward.	E	
17	Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager.	E	

18	IT literate capable of using MS Word, Excel and office packages.	E	
Personal Attributes			
19	Ability to work flexibly and willingness to work unsocial hours to meet the service needs.	E	
20	A team player, but also able to work under own initiative.	E	
21	Ability to demonstrate emotional resilience to work with challenging situations.	E	
Special Requirements			
22	Capable of independent travel to carry out the requirements of the post.	E	
23	The ability to communicate at ease with customers and provide advice in accurate spoken English.	E	
24	Suitable for working with children.	E	
25	Interest in working with children to promote their development and educational needs.	E	
26	Ability to form and maintain appropriate relationships and personal boundaries with children.	E	
27	Satisfactory Enhanced Disclosure.	E	