

Northumberland County Council
JOB DESCRIPTION

Post Title: Community Regeneration Officer		Service: Economic and Inclusion Policy Team, Planning and Economy Directorate		Office Use
Grade:	Band 7	Workplace: County Hall, Morpeth		JE ref: 3174
Responsible to: Community Regeneration Manager		Date: January 2016	Manager Lever:	
Job Purpose: To develop and facilitate the Council's direct and support activity in Community Regeneration and social enterprise advice; and to assist and support effective communication and engagement with Town and Parish Councils, local residents and other organisations to improve the overall well-being of communities.				
Resources	Staff	May oversee the work of junior, trainee or support staff on particular projects Additional externally funded professional and support staff may be added from time to time and directly responsible for providing advice on staff issues to externally funded projects and organisations		
	Finance	Directly responsible for providing advice on externally funded projects and their budgets (capital and revenue) which will not exceed £250,000 Administration of the Community Chest with the issuing of grants of less than £10,000 May have some responsibility for handing payments, raising orders or processing invoices in a particular area of work		
	Physical	Maintain and operate key corporate policy systems		
	Clients	A wide variety of internal (cross department) and external clients (businesses, VCS organisations, public sector partners, etc)		
Duties and key result areas: <ul style="list-style-type: none">• To provide a first point of contact for local communities, Town and Parish Councils, social enterprises and development trusts, and local elected Members on matters of local interest and/or concern.• To provide effective support for the development of Community Regeneration activity in Northumberland effectively contributing to economic objectives and the development of sustainable communities.• To be responsible for facilitating (and on occasion developing and implementing) a wide variety of Community Regeneration projects which effectively contribute to the Council's priorities to promote economic growth and social inclusion.• To maximise the level of external funding secured across the county for Community Regeneration purposes, and subsequently provide business coaching and practical support to community-based organisations as to the effective and efficient delivery of Community Regeneration projects.• To support regular communication, liaison and engagement with Town and Parish Councils in order to foster and support effective and constructive partnership working.• To administer and keep under review the Council's Community Chest grant scheme• To assist with the effective engagement on the preparation of relevant Council strategies, particularly the Economic Strategy and the Local Development Plan.• To support the continued development and implementation of the Northumberland Charter of Local Councils.• To work with Councillors at a local level to promote, facilitate and support the Council's engagement with residents, voluntary and community groups and other organisations.• To develop effective and constructive relationships with external partners (business, public and VCS organisations) and colleagues across the Council in order to promote and secure effective partnership arrangements for the delivery of high quality Community Regeneration projects.• To actively promote and represent the interests of the County Council in relation to Team activities and policies at local, regional and national level, as appropriate.• To contribute to the maintenance of effective management and communication systems within the Team, in conjunction with senior colleagues.• To interpret, explain and enforce statutory and County Council regulations, ensuring appropriate procedures are followed, that parties have a proper understanding of their position and attempting to reach legitimate, mutually agreeable solutions, through negotiation.• To be accountable for expenditure against allocated budgets, ensure effective spend against established targets and compliance with financial regulations.• To fully participate in the corporate planning and management of the Team.				

- To undertake other duties appropriate to the nature, level and grade of post.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Physical requirements:	Sedentary office work with occasional need to stand, walk and lift.
Transport requirements:	Will involve extensive travel to meeting venues, area offices or training venues throughout the County and further a field on occasion.
Working patterns:	Working outside normal office hours is routine. Regular attendance is expected at evening meetings.
Working conditions:	Mainly indoors

Northumberland County Council PERSON SPECIFICATION

Post Title: Community Regeneration Officer	Director/Service/Sector: Economic and Inclusion Policy Team, Planning and Economy Directorate	Ref:
Essential		Assess by
Qualifications and Knowledge		
<p>Degree level or equivalent standard of general education.</p> <p>Relevant professional qualification or business qualification or willingness to complete a relevant qualification.</p> <p>Understands the diverse functions of a large complex public sector organisation and the relevant professional issues.</p> <p>Thorough understanding of relevant legislation, regulations, policy, best practice and procedures</p> <p>Commercially aware and understands the relationship between costs, quality, customer care and corporate performance assessment.</p> <p>Evidence of continued professional development.</p> <p>Current knowledge central government policy and legislation in relation to community engagement.</p> <p>Up to date working knowledge of community engagement and facilitation and enabling tools and techniques.</p> <p>Understanding of principles of community development and techniques.</p> <p>Understanding of project development processes and key animators</p> <p>Understanding of funding sources and processes.</p>	<p>Demonstrate experience and understanding of how complex voluntary and statutory organisations function.</p>	
Experience		
<p>Recent and relevant post qualification experience of working with local communities.</p> <p>A breadth of work experience in selecting and applying the full range of professional methods, tools and techniques in a wide range of work situations.</p> <p>An evidenced track record as a successful consultant/advisor and negotiator.</p> <p>Experience in engaging effectively with others and building productive partnerships.</p> <p>Experience of comprehensive and complex multi layered partnership working</p> <p>Relevant experience in designing and drafting policies, procedures and other technical documents.</p> <p>Experience in managing projects to successfully achieve set objectives.</p>	<p>Experience of working with the voluntary and community sectors</p> <p>Experience and understanding of the diverse functions of a large and complex public sector organisation</p> <p>Understanding of funding regimes available for community regeneration activity, including European funding</p>	

Skills and competencies		
<p>Significant organisational skills with the ability to react quickly and handle a diverse and complex portfolio of projects.</p> <p>Significant interpersonal communication and influencing skills to relate effectively to and command respect, trust and confidence of clients, internal colleagues and senior managers, officers within external funding agencies, council members and other stakeholders.</p> <p>Prepares written, verbal and other media to best professional standards.</p> <p>Effectively expresses views using appropriate means depending upon the audience.</p> <p>Effective IT skills and able to effectively use ICT to achieve work objectives.</p> <p>Numerate and skilled at analysing/reasoning with complex business related statistics.</p> <p>Persistence in applying varied yet methodical approaches to problem solving.</p> <p>Negotiation skills and able to persuade others to an alternative point of view.</p> <p>Ability to act an effective advocate for the Directorate both within and externally.</p> <p>Effective organisational skills</p> <p>Maintains a professional demeanour in stressful and difficult situations.</p> <p>Works with minimal supervision</p>	<p>Advanced skills in Microsoft Office</p> <p>Experience of facilitating and leading group/public meetings</p>	
Physical, mental, emotional and environmental demands		
<p>Normally works from a seated position with some need to walk, bend or carry items.</p> <p>Setting up ICT equipment and display material in a variety of locations and conditions</p> <p>Need to maintain general awareness with lengthy periods of concentrated mental attention.</p> <p>Extensive contact with Elected Members, Town and Parish Councils, partnership organisations and community organisation to liaise with and conflict resolution.</p> <p>Some exposure to working outdoors.</p>		
Motivation		
<p>A strong corporate orientation and a commitment to tackling issues in a non-departmental manner.</p> <p>Dependable, reliable and keeps good time.</p> <p>Models and encourages high standards of honesty, integrity, openness, and respect for others.</p> <p>Helps managers create a positive work culture in which diverse, individual contributions and perspectives are valued.</p> <p>Proactive and achievement orientated</p> <p>Works without direct supervision and often in remote locations.</p>		
Other		
Able to meet the transport requirements of the post		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits