Newcastle City Council

Job Description

Post Title: Communities Officer (AA4028)

Evaluation: 559 Points **Grade:** N08

Responsible to: Communities Team Manager/Communities Manager

Responsible for: N/A

Job Purpose: To lead, facilitate and/or participate in annual ward priority setting events, community projects, partnerships and associated activity undertaking project monitoring and evaluation to ensure the Council and local communities focus on devolution, active citizenship and behavioural change facilitating conversations to empower individuals and groups.

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 lead, facilitate and/or participate in local projects and community partnerships aligned to local and Council priorities undertaking appropriate project monitoring and evaluation.

2 To facilitate and empower local residents and community partnerships/forums, bringing together all relevant stakeholders to meet locally agreed priorities actively promoting devolution and active citizenship.

3 To empower, engage and develop relationships with those excluded from decision making processes, proactively supporting and empowering local residents, communities and children and young people.

4 To work with communities to proactively gather, process, analyse and communicate information about communities' priorities and aspirations.

5 To provide advice and guidance on Council policies and procedures and contribute to the development of policy and best practice as required.

6 To work with communities to identify funding and account for budget expenditure in line with Council policy and procedures and provide advice and support in respect of internal and external grant sources, and applications.

7 To ensure, so far as is reasonably practicable, that the prevention of crime and disorder (including anti-social and other behaviour adversely affecting the local environment) is appropriately reflected in all directorate policies, service plans and activities.

8 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.