|  |
| --- |
| **Job Description** |
| **Post title** | Community Development / Project Officer |
| **JE Reference No** | A5991 |
| **Grade** | 10 |
| **Service** | Transformation and Partnerships |
| **Service Area** | Partnerships and Community Engagement |
| **Reporting to** | AAP Co-ordinator |
| **Location** | Your normal place of work will be as stated in the advert, but you may be required to work at any Council workplace within County Durham. |
|  |
| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

|  |
| --- |
| **Description of role** |

The post holder will support the AAP Co-ordinator to ensure that the AAP is effectively engaging and empowering the communities it serves. You will work with communities and partner organisations in determining local needs and the subsequent development, implementation and evaluation of Area Action Plans. You will be required to support the principles of community development in engaging with local people, community groups and organisations at a neighbourhood level with the AAP area.

The post holder will be required to develop particular project responses to meet agreed actions and to also work with specific task and finish sub-groups where appropriate to ensure that the AAP Board is aware of local issues and a mechanism exists that enables local action to be facilitated and implemented. The post holder will be required to raise awareness of community development principles with all partners.

|  |
| --- |
| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

1. **You will support the business of an Area Action Partnership to enable local people, Councillors and partners to take a full and active role in Community issues. You will:**
* Support the promotion of the Area Action Partnership to increase public participation.
* Work towards improved co-ordination at a local level, liaising with other Council Directorates and partners.
* Support the promotion of a community development approach to engaging and developing community based organisations within the AAP locality area.
* Support Councillors in their Community Champion role.
* Improve access for local Communities to local decision-making processes.
* Strengthen and support the Council’s contribution to partnership working.
1. **You will support the development and delivery of relevant area based plans and the constituent projects. You will:**
* Develop Area Action Plans and local priorities.
* Support the work of appropriate Task and Finish Groups to investigate local issues.
* Support community and voluntary sector organisations in areas of project development and delivery ensuring where appropriate a link back to the agreed Area Action Plans.
* Support local Community and Voluntary sector groups with funding bids for external resources to aid local community regeneration.
* Support the ongoing monitoring and evaluation of local projects.

**c. You will work with service teams across the Council and with Partners to make sure actions in area plans are delivered, providing a joined up approach to service delivery at an area level to meet local and area need. You will:**

* Foster and maintain effective working arrangements with partner agencies at strategic and local level, including other statutory agencies, voluntary sector organisations and community groups, to gain recognition and active involvement in the Area Action Partnerships’ activities and initiatives.

**d. You will support the Principal AAP Coordinator to ensure the Area Action Partnerships within the post holder’s terms of reference engage effectively with communities of interest and identity, including:**

* Black and Ethnic Minority
* Disability
* Gender
* Young People
* Older People
* Faith
* Lesbian, Gay, Bisexual, Transgender

**e. You will promote Community cohesion in the area by identifying any tensions and working with the partners to deliver responses. You will:**

* Strengthen the links between the Council and Communities by overseeing the development and maintenance of a range of local forums and the co-ordination of the work of the forums with the Area Action Partnership and the Local Strategic Partnership.
* Develop mechanisms to be aware of Community tensions, and develop responses to meet the area needs.

**f. You will promote and develop opportunities for communication flows for the AAP. You will:**

* Liaise and engage with key partners, agencies and local community and voluntary partnership to communicate the priorities and work of the AAP
* Assist in the promotion of the AAP. This includes raising awareness of Community Development principles, policy and good practice to influence change in the delivery of services.
* Lead on the development of local communication channels such as AAP website content and the production of newsletters and information reports.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others health and safety.

 The post will require the post holder to work outside of normal office hours at time in order to further the aims and objectives of the AAP.

|  |
| --- |
| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

|  |
| --- |
| Person specification |
|  | Essential | Desirable |
| Qualifications | * Educated to degree level or equivalent
 | * A professional qualification in the field of Project or Programme Management
 |
| Experience | * Experience of working in partnership with both statutory and voluntary and community sector partners to achieve tangible results
* Experience of working with a range of statutory, voluntary and community organisations, including Elected Members
* Experience of leading and shaping partnership working, identifying common goals and putting in place shared improvement plans
* Experience of and ability to review and interpret process information and to apply findings to support continuous improvement
* Knowledge of funding opportunities and how to signpost potential funding sources relating to local regeneration and community development
* Ability to initiate and direct projects
 | * A proven track record of attracting external funding
* Experience of ‘listening and responsive’ working with local people and community stakeholders to identify improvement priorities and agree plans to achieve them.
 |
| Skills & Knowledge | * + Programme and project planning and management skills
	+ Negotiating, influencing and group facilitation skills.
	+ Knowledge of the Government’s national policy on engagement and empowerment
	+ Excellent written and verbal communication skills
* Excellent presentation skills
* Able to use IT e.g. Microsoft Office
* Innovative approach to problem solving
* Able to work with a wide range of partners and agendas
* Able to constructively challenge stakeholders at all levels, and balance competing interests
 | * Able to negotiate and manage Service Level Agreements and contracts
* Knowledge and understanding of the roles and responsibilities of Strategic Partnerships
* Knowledge of community engagement and participation techniques
 |
| Personal Qualities | * Able to work under pressure and to deadlines
* To plan and formulate own work activity with minimal direction.
* Confident and enthusiastic approach to work
* Flexible approach to work
* Committed to the principles of equality and diversity
* Self-motivated with the capacity to drive things forward
* Ability to create and maintain effective relationships with colleagues, residents, external partners and elected members.
* Able to work outside normal office hours as required to fulfil the requirements of modern ways of working, effective engagement with stakeholders and the requirements of the Area Action Partnership
* Access to a car or means of mobility support (if the post holder is driving then they must hold a current valid driving licence and have appropriate motor insurance cover)
 |  |