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| **Job Description** |
| **Post title** | Community Economic Development Support Officer |
| **JE Reference No** | N6546 |
| **Grade** | 6 |
| **Service** | Regeneration, Economy & Growth |
| **Service Area** | Development & Housing – Economic Development |
| **Reporting to** | Community Economic Development Team Leader |
| **Location** | Your normal place of work will be Green Lane, Spennymoor but you may be required to work at any Council workplace within County Durham. |
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| **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. |

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| **Description of role** |

The post holder is responsible for supporting the delivery of Community Economic Development activity in line with the following objectives:-

* Assisting in the development and implementation of projects
* Identifying and engaging with internal and external partnerships to assist in the delivery of comprehensive regeneration solutions
* To ensure effective engagement and participation exercises are undertaken in line with Council priorities

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| **Duties and responsibilities** |

* Support the delivery of project based activity for priority communities focussing on physical social and economic regeneration priorities
* Liaise with internal teams and external organisations to ensure effective service responses to priority communities
* To identify, understand and respond to the social regeneration and community economic development issues affecting urban and rural communities across the locality
* To assist in the development of briefs and commissioning documents
* To liaise and co-ordinate with other council departments and other outside bodies in the design and implementation of Community Economic Development initiatives
* Support the Community Development team in securing and directing community focused financial resources
* To arrange and oversee consultation and participation events
* To maintain a broad awareness of policies, programmes and best practice relevant to Community Economic Development
* To liaise, advise and support Elected Members, Council Committees and senior management where required
* To assist in the formulation of representations in respect of Community Economic Development issues
* To develop and maintain constructive relationships with stakeholders with regard to the priorities of the service

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| **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.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * Educated to NVQ Level 3 or equivalent
 | * Educated to degree level or equivalent qualification in regeneration/economic development or related field
* Project management qualification
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| Experience | * Experience of delivering project activity
* Experience of working with public sector partners, the voluntary/community sector and employers
* Project management experience of Government / European and other funding sources
* Experience of area based regeneration and service co-ordination to address local priorities
* Experience of utilising budgets relating to staff and project activity
* Experience of supporting multiple staff from diverse teams including where appropriate multi disciplined teams and seconded staff
 | * Experience in delivering area based regeneration and community Economic regeneration initiatives
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| Skills & Knowledge | * Practical and procedural knowledge of Regeneration and Economic Development activity
* Ability to plan, formulate, manage and monitor area based regeneration initiatives
* Ability to co-ordinate and best utilise staff and/or resources
* Knowledge of good practice and effective methods of delivery in social regeneration
* Analytical skills, ability to translate complex information into simple terms
* Excellent written and verbal communication skills including the ability to produce and present reports and briefings to committee and at meetings involving other directorates, officers, agencies and organisations
 | * Knowledge of organisational policies, practices and procedures gained in an equivalent setting
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| Personal Qualities | * Strong commitment to customer care, service delivery, best value and continuous improvement
* Possess good inter-personal skills and be able to work in a multi-disciplinary environment
* Politically aware
* Ability to willingness to work on own initiative and to take a proactive approach to project and partnership development
* Ability to handle heavy workloads under pressure and meet tight deadlines
* Possess tact, diplomacy and be sensitive to the needs of others
* Have a flexible approach to operating in a dynamic organisation
* Access to a car or means of mobility support (if driving must have a current valid driving licence and appropriate insurance)
* May be required to work outside of normal office hours
 | * Ability to work occasional unsociable hours / weekends as required
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