

Northumberland County Council

JOB DESCRIPTION

Post Title: VCS Employability and Communities Lead		Director/Service/Sector: Economy and Regeneration		Office Use JE ref: 4295
Band: 8		Workplace: County Hall, Morpeth		
Responsible to: Employability and Inclusion Manager		Date: April 2023	Job Family:	
Job Purpose: To lead the development and delivery of Economy and Inclusion Projects to support unemployed or economically inactive Northumberland residents to move towards the labour market, in partnership with the local Voluntary and Community Sector (VCS) and community-led organisations. The initial focus will be the UK Shared Prosperity Fund (UKSPF) Communities and Place programme.				
Resources	Staff	Operational management, including performance management of externally employed delivery staff. This will involve coaching staff, meeting training needs, conducting regular performance reviews and addressing under-performance.		
	Finance	To work with NCC Finance Officers to manage the UKSPF Communities and Place resource (initially £1.5m), ensuring allocations are effectively directed to meet project outputs and results.		
	Physical	Maintain and operate key project management systems. This post deals with significant bodies of information responsible for maintenance of records relating to the project and ensuring the accuracy of data so that legislative, services and evaluation needs are met.		
	Clients	Unemployed and economically inactive Northumberland residents. Voluntary and Community Sector delivery partners. Northumberland Communities and their residents		
Duties and key result areas: 1. To act as lead officer in Economy and Regeneration with the VCS and Community Organisations in relation to Employability, supporting their capacity to deliver Employability services. 2. To identify opportunities for collaboration and coordination with the VCS to achieve the strategic aims of NCC, in particular the Employability work of Economy and Regeneration. 3. To be responsible for the performance management of employment and inclusion projects delivered through the VCS and community based organisations. 4. To ensure effective project management, communication systems and stakeholder management are developed and implemented. 5. To work with external VCS organisations to drive performance and meet project output and result targets, conducting regular performance reviews and addressing under-performance. 6. To actively promote the programme and secure engagement with the relevant organisations to meet performance targets 7. To take responsibility for collection and monitoring of sensitive data using management information systems. 8. To ensure mechanisms are in place to effectively manage the collection and collation of all evaluation material. 9. To produce regular performance reports for funders and government agencies, with collection, collation and analysis of information and data as needed. 10. To develop and maintain appropriate work records to the required standards, observing data protection, privacy and confidentiality rules and procedures. 11. To provide support and advice to relevant officers of partner organisations to develop and implement effective projects and programmes 12. To attend and contribute to relevant committees, meetings, seminars and participate in task groups as required. 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 travel across Northumberland.		

Working patterns:	The base will be Northumberland County Hall with agile working.
Working conditions:	Flexible hours apply in agreement with line manager. Mainly indoors.

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PERSON SPECIFICATION

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Essential	Desirable		Assess by
Qualifications and Knowledge			
Degree level or equivalent standard of general education. Detailed and thorough knowledge of the VCS and community engagement and development mechanisms A good understanding of employment support and inclusion programmes, and the support needs of unemployed and economically inactive people Understanding of target driven performance management Thorough knowledge of local labour markets and opportunities for volunteering and work experience Thorough knowledge of requirements for successful partnership working Evidence of continued professional development.		Evidence of recent and relevant community development training Understanding of the diverse functions of a large complex public sector organisation and the relevant professional issues.	
Experience			
Recent and relevant post qualification experience in a relevant context Experience of supporting successful partnership working Experience of successfully delivering performance targets Experience of managing staff and delivery partner organisations to successfully achieve individual performance targets Experience of managing operational budgets effectively to meet funder requirements Experience in developing and maintaining excellent collaborative relationships with a range of stakeholders Experience of interpreting and communicating a range of information and data to inform improvement planning. Experience of managing change and securing the support of others in the process.		Experience in a particular relevant specialist area – operational management of employment support and/or mental health interventions. Experience of working at a regional level Experience of customer journey mapping/customer insight Experience of managing a CRM system	
Skills and competencies			
Advanced IT skills and able to confidently use of a range of project management and performance software to enable effective production of statistical, performance and project information Proven staff management skills Proven record of collaborative working Proven record of ability to adopt innovative and creative practice Excellent operational management and planning skills. Persistence in applying a methodical approach to problem solving and root cause analysis.		Able to identify customer information needs and develop customer focused solutions through systems, processes and people	

<p>Proven record of excellent people skills, including good communication, negotiation and interpersonal skills.</p> <p>Maintains a professional demeanour in stressful and difficult situations.</p> <p>Good negotiation and communication skills and able to persuade others to adopt an alternative point of view.</p> <p>Able to work independently and to take initiative through making decisions and allocating resources as appropriate.</p>		
Physical, mental, emotional and environmental demands		
<p>Commitment to continuous improvement and partnership working</p> <p>Normally works from a seated position with some need to walk, bend or carry items.</p> <p>Need to maintain general awareness with lengthy periods of enhanced concentration.</p> <p>Some contact with public/clients in dispute with the County Council. Regular contact with members and customers of the County Council.</p>		
Motivation		
<p>A strong and proactive corporate orientation with 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 create a positive work culture in which diverse, individual contributions and perspectives are valued.</p> <p>Proactive and achievement orientated</p> <p>Works with little direct supervision.</p> <p>Personality, conduct and credibility that engages and commands the confidence of colleagues, Members, stakeholders and customer</p>		
Other		
<p>Able to meet the transport requirements of the post</p>		

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