

Job Description

**Post Title:** Community Wellbeing Project Officer A4491

**Evaluation:** 526 Points

**Grade: N7**

**Responsible to:** Senior Specialist Advisor

**Responsible for:** N/A

**Job Purpose:** To lead projects and assignments aimed at improving individuals and community wellbeing, unlocking potential to empower communities to work in partnership with organisations, groups and community leads. To be the facilitator ensuring that the views of all stakeholders, residents, and partners are listened to, valued and acted upon.

**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 and have responsibility for community wellbeing projects and assignments as required aligned to Council policies.
2. To provide advice & guidance on Council policies & procedures, contribute to policy development and implement innovative ways of working on a broad range of activity
3. To facilitate community wellbeing projects ensuring there is community leadership and effective participation through appropriate communication and engagements mechanisms.
4. To identify funding sources and contribute to specific project budgets by accounting for expenditure, recording of invoices or cash spent in accordance with Councils policies and procedures.
5. To lead and facilitate all projects, activities and partnership arrangements in an open and collaborative way that promotes full participation from stakeholders
6. To carry out research, network and represent the Council's and partners' work regionally so that the Council identifies, learns from good practice elsewhere.
7. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery