

JOB DESCRIPTION

Job Title: District Community Support and Development Officer

Job No.

Grade: D (*consultation grade - subject to formal evaluation under the Pay Equity Review*)

Division: Neighbourhoods

No of Posts: 4

Section: Neighbourhood Development & Support Unit (NDSU)

Job Purpose

- Taking a lead within NDSU to develop and maximise community empowerment and strengthening local social capital as well as supporting volunteering and active citizenship development
- Advising on, securing and managing funding opportunities, supporting local communities and the third sector in bid writing for the benefit of local people.
- Support new and existing partnerships to create new ways of working by brokering relationships, agreements and solutions to support community enterprise and other initiatives
- Working with the Neighbourhoods management teams to enable local governance arrangements and create ward level working and inter-agency partnerships. Supporting local elected members as appropriate within districts and supporting district governance arrangements as well as encouraging and widening participation democratic structures.
- Working with partners and other stakeholders assisting with problem solving to develop effective solutions to local issues.
- Having a strategic overview of community needs within a defined geographical area, carrying out community audits and annual community planning if required.
- Supporting localisation and wider priorities such as health and wellbeing.
- Managing appropriate programmes, facilities, community support and development services and associated resources within a defined geographic area.
- Responsibility for the management and administration of relevant local budgets and grant funding.
- Take a lead on Community Asset Transfer for the District

DUTIES AND RESPONSIBILITIES

Strengthening Social Capital and Community Cohesion

- To devise and implement methods of empowerment to ensure that residents are directly involved in the planning, monitoring and evaluation of community services, activities and programmes, with a focus on disadvantaged and minority groups.
- To actively work with groups and individuals to support them to identify and prioritise needs within their communities / neighbourhoods, enabling them to determine appropriate solutions, with a focus on disadvantaged and minority groups.
- To support groups and individuals to develop skills and gain knowledge which will build their capacity to participate in the co design and implementation of projects related to district priorities, ward plan and other relevant city priorities.

Community Development & Engagement

- To support and develop third sector organisations, residents and community groups — and building networks.
- To devise and implement methods of increasing participation and influence by residents and community groups in local decision making.
- To lead on consultation and engagement with local residents including children and young people within a defined area in order to inform local service delivery.
- To encourage/widen participation in democratic structures e.g. ward committees, neighbourhood forums, community trusts

External Funding

- To play a key role in identifying sources of external funding for neighbourhood development projects and programmes through consultation, research and preparation of proposals.
- To maximise income and service budgets where appropriate

District Governance

- To support local elected members to work effectively at constituency and ward level including facilitating and supporting local members to deliver effective local governance arrangements.
- To work with the NDSU management team supporting local governance arrangements. This may involve the preparation and presentation of reports.
- To advise senior officers on trends and initiatives regarding community development, community need and issues which assist in the development and implementation of priorities in a defined geographical area.
- To support localisation and the delivery of local priorities e.g. health and wellbeing

Partnership Working

- To work with the NDSU management team to put in place and support an appropriate framework to underpin partnership working across a defined area.
- To work within the partnership framework established to support the development of appropriate plans which bring together shared local priorities and identify priority actions for delivery at the local level.
- To work with the NDSU management team and partners to innovate and deliver agreed plans including establishing more effective working practices which demonstrate working cross sector and use resources more efficiently.
- To work with the NDSU management team and partners to support neighbourhood working and where appropriate the delivery of priority neighbourhood plans.
- To oversee support and guidance, including the administration of grants, to Neighbourhood Forums in accordance with relevant BCC procedures.
- To support voluntary organisations with advice, guidance and training to encourage proactive partnership working which will encourage them to identify, and develop effective governance, financial and quality management structures.

Facility Management

- Where appropriate to be the responsible officer for community and play facilities within a defined geographical area.
- Managing centres (including staff, budget premise management).

General Management

- To work as a member of NDSU's team, liaising with other relevant services and agencies to assist in the development of community-based programmes.
- To recruit and manage project-based staff, as appropriate, in accordance with service and City Council procedures and guidelines.

Neighbourhood Working

- To support elected members to work effectively at ward and neighbourhood level within existing governance arrangements. This may also include other forms of ward working.
- To provide support as required to Council governance arrangements at ward level including ensuring such arrangements are fully accessible to the community to enable effective engagement of the public.
- To prepare and present reports as required.
- To support and assist elected members, as appropriate, in relevant aspects of their community leadership role at ward and neighbourhood level, including partnership working, local problem solving and developing effective resolutions to local issues.

- To support ward level planning, including facilitating engagement of the community and partners in the ward level planning and devising ward and / or neighbourhood action plans as required.

Finance & Administration

- To be responsible for on-going administration, financial record keeping and statistical data collection as appropriate and in accordance with City Council procedures and guidelines.

Funding & Grant Aid

- To maintain and monitor appropriate arrangements for the allocation of funds and/or grant aid.
- To effectively manage funding ensuring the required financial and administration procedures comply with Council requirements, the preparation and presentation of relevant reports and advising on the contribution of funded projects to delivering improved outcomes at the local level.
- This may include, where appropriate and where agreed, undertaking a management role and/or a project officer role in relation to identified projects.
- To provide monitoring information regarding the effective delivery of funded projects including financial information.
- To put in place and maintain appropriate arrangements to ensure that access to funding is made available to all including providing guidance to community groups as required to enable applications to be made.

Project and Programme Development

- To devise, monitor and evaluate programmes and projects, producing associated documents, plans and reports and delivering presentations as necessary to varying audiences.
- To attend regular supervision / appraisal sessions with the line manager in accordance with current Council arrangements for the supervision of workers.
- To adhere to all Council and service policies, procedures and guidelines particularly Finance.
- To be responsible for assessing personal performance and identifying continuing professional development opportunities in accordance with Council development procedures and initiatives.
- To carry out any other relevant duties as may, from time to time, incidentally arise, develop or be assigned including specific areas of intensive or project work of a temporary nature.
- Due to the nature of the work the post holder will be required to carry out duties at such times and upon such dates as may be most effective according to the needs of the Service. This will necessitate the on-going reassessment of the working week and will regularly involve out of hours working and work at weekends and Bank Holidays. This is included within the grade of the post without further payment.

Relationships and Contacts

- Reports to the Head of Service, High Streets & Neighbourhoods (or nominated representative).
- Key Officers reporting to this post — appropriate full time and part time staff, support workers and/ or volunteers as appropriate.

T = Test or Exercise Certificate Presentation. CRITERIA	ESSENTIAL	M.O.A.
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	Educated to Tertiary Further Education level (eg JNC or NVQ Level 4 or above and/or able to demonstrate equivalent previous relevant experience and knowledge	A.F.
Experience (Relevant work and other experience)	<p>Experience of engaging and consultation with local communities and stakeholders in decision making process</p> <p>Networking and liaison between statutory and voluntary agencies as well as active citizens.</p> <p>Supporting and advising community organisations with fundraising and other capacity building processes</p> <p>Negotiating and liaising with local political structures e.g. elected members, neighbourhood forums etc. Working with committees, volunteers and voluntary groups</p> <p>Writing reports action plans and strategies and experience of administering and monitoring BCC grant funding</p>	<p>A.F. / I</p> <p>A.F. / I</p> <p>A.F. / I</p> <p>A.F. / I</p> <p>A.F.</p>
Skills & Ability e.g. written communication skills, dealing with the public etc.	<p>Skills in project development/management</p> <p>Ability to manage, motivate and support volunteers/staff</p> <p>Ability to, simultaneously, develop and maintain a number of programmes or activities and/or events.</p> <p>Ability to promote and develop governance arrangements at a local neighbourhood level.</p> <p>Effective consultation and engagement skills.</p> <p>Monitoring and evaluating of programmes and/or</p>	<p>I/P</p> <p>A.F. / I</p> <p>A.F. / I</p> <p>A.F. / I</p> <p>AF</p>

	<p>activities.</p> <p>Ability to deliver presentations and/or reports regarding projects to a variety of audiences including Ward Committees</p> <p>Understanding of equal opportunities in practice and the community cohesion agenda.</p> <p>Ability to work on own initiative.</p> <p>Effective verbal and written communication skills including presentation skills.</p> <p>Ability to manage budgets and understand financial information.</p>	<p>AF/I</p> <p>AF/I</p> <p>AF</p> <p>AF</p> <p>AF/I</p>
Training	Commitment to on-going professional development and training	A.F.
Other	It is expected that some weekend and evening work will be required and be able to travel.	A.F.

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S EQUAL OPPORTUNITY POLICY