

Job Description and Person Specification

Post Title:	Community Development Officer
Reports to:	Community, Business Work & Skills Team Leader
Scale:	5
Politically Restricted:	No

Overall Purpose

Proactive and passionate Lead for Community Development to work across Blaby District and at neighbourhood level.

Provide professional community development support to initiatives which improve and strengthen the social impact and quality of life of individuals and groups

Key Roles, Tasks and Responsibilities

You will develop and support the voluntary and community sector in Blaby District working collaboratively with key partners.

Develop community projects, agreeing detailed project plans, key milestones and robust risk assessments. To be reactive to emerging themes and issues from a community perspective and run projects to address need.

To undertake consultations as required, lead on community engagement and seek the views/feedback from residents using online surveys such as Survey Monkey.

To be the first point of contact for residents in relation to community development and stakeholders involved with strategic growth sites.

Complete health checks in partnership with Voluntary and Community sector groups

Proactive in sourcing and securing external funding to sustain and support initiatives and groups

Excellent communication and networking skills plus the ability to interpret, analyse and present data

To work alongside the Employment, Work and Skills Officers and other partners (such as DWP Work Coach) to identify opportunities and placements for residents

To collate, write and interview groups for the VCS newsletter

Consult on strategic growth sites from a community development prospective.

To contribute to communications via social media, website, resident newsletter and other communication channels.

Prepare performance reports on a quarterly basis or when requested on progress against agreed initiatives

To coordinate the work of the Youth Council to include the annual Youth Conference and support new initiatives

First point of contact for the Armed Forces and coordinating the Armed Forces Coffee Morning

Deliver consultation exercises to evidence support and get buy in for the project, to include: public and private sector partners.

To be flexible in approach whilst undertaking the duties for this post, you will be required to work some evenings.

Demonstrate a proactive approach when working towards achieving individual and team targets.

Ability to plan ahead and have strong organisational skills to oversee different projects and initiatives that are running simultaneously

To undertake designated training sessions as necessary, which may be out of normal working hours and/or at other establishments.

To contribute and work towards the on-going policies on Community Development, Best Value, Environmental Issues, Crime and Disorder and Equal Opportunities.

To perform any other duties as may be assigned to the post by Manager.

This job description may be reviewed and amended, in consultation with the post holder, in the light of any organisational developments within the Authority..

Post Characteristics

Allowances: Mobile phone (as required), solo protect unit, casual mileage

On call/emergency situations: In the event of an emergency, to guide and assist when appropriate

Security/safeguarding checks: Enhanced DBS Check (Adults and Children)

Health and Safety Responsibilities

1. To be familiar and comply with the Council's health and safety policies and procedures and local department specific health and safety policies and procedures as amended or added to from time to time.
2. To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager or the Corporate Health and Safety Adviser for action.
3. To take reasonable care for health and safety of yourself and others.

4. To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements are complied with.
5. To not intentionally or recklessly interfere with or misuse anything that has been provided in the interests of health and safety.
6. To maintain any Personal Protective Equipment that you are issued and required to wear, and to report any defects to your line manager.

Emergency Planning/Response Responsibilities

1. To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity and other associated documents.

Person Specification

Knowledge

Essential:

Good understanding of community development (*3,4)

Skills and Abilities

Essential:

Proven track record of working on own to develop new initiatives/projects and see these through to completion (*3,4)

Ability to produce performance reports and present these to partners and senior managers (*3,4)

Good verbal and written communications skills, including the ability to listen to other people's perspective and take this on board (*3,4)

Be self-motivated and able to work on own initiative (*3,4)

Ability to plan ahead to meet deadlines whilst managing a workload of conflicting priorities (*3,4)

Proven record of being able to work as part of a team and the ability to prioritise work to meet deadlines (*3,4)

Experience

Essential

Must have proven experience within the voluntary and community sector (*3,4)

Must have experience of working with partners to deliver new initiatives (*3,4)

Proven track record of delivering community development projects (*3,4)

Proven track record of producing a newsletter, websites, database and using social media (*3,4)

Qualifications/Training

Desirable

Degree or equivalent

Other

Essential:

Person will be expected to work some late evenings (*4)

Full current valid UK driving licence and a car available for work which is insured for business use (*3,5)

Method of assessment*

1. Test prior to shortlist
2. Test after shortlist
3. Application form
4. Probing at interview
5. Documentary evidence

Job Description and Person Specification details:

Reviewed by: Community, Business Work & Skills Service Manager

Latest Version Date: September 2024

Job Evaluation Ref: A1791