

JOB DESCRIPTION and PERSON SPECIFICATION

Post Title:	Community Development Officer
Service Area:	Business, Partnerships, Health Improvement.
Team:	Community, Business, Work and Skills
Reports to:	Community, Business, Work and Skills Team Leader
Scale:	Scale 5
DBS:	Yes Enhanced (Adults & Children)

<p>Overall Purpose of Department</p> <ul style="list-style-type: none"> To develop and lead effective partnership working across Blaby District - working to get the best services and outcomes for our residents.
<p>Overall Purpose of Job</p> <ul style="list-style-type: none"> 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	
1.	You will develop and support the voluntary and community sector in Blaby District working collaboratively with key partners.
2.	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.
3.	To undertake consultations as required, lead on community engagement and seek the views/feedback from residents using online surveys such as Survey Monkey.
4.	To be the first point of contact for residents in relation to community development and stakeholders involved with strategic growth sites.
5.	Complete health checks in partnership with Voluntary and Community sector groups
6.	Proactive in sourcing and securing external funding to sustain and support initiatives and groups
7.	Excellent communication and networking skills plus the ability to interpret, analyse and present data
8.	To work alongside the Employment, Work and Skills Officers and other partners (such as DWP Work Coach) to identify opportunities and placements for residents
9.	To collate, write and interview groups for the VCS newsletter
10.	Consult on strategic growth sites from a community development prospective.
11.	To contribute to communications via social media, website, resident newsletter and other communication channels.
12.	Prepare performance reports on a quarterly basis or when requested on progress against agreed initiatives
13.	To coordinate the work of the Youth Council to include the annual Youth Conference and support new initiatives
14.	First point of contact for the Armed Forces and coordinating the Armed Forces Coffee Morning
15.	Deliver consultation exercises to evidence support and get buy in for the project, to include: public and private sector partners.
16.	To be flexible in approach whilst undertaking the duties for this post, you will be required to work some evenings.
17.	Demonstrate a proactive approach when working towards achieving individual and team targets.
18.	Ability to plan ahead and have strong organisational skills to oversee different projects and initiatives that are running simultaneously
19.	To undertake designated training sessions as necessary, which may be out of normal working hours and/or at other establishments.
20.	To contribute and work towards the on-going policies on Community Development, Best Value, Environmental Issues, Crime and Disorder and Equal Opportunities.
21.	To perform any other duties as may be assigned to the post by Manager.
22.	This job description may be reviewed and amended, in consultation with the post holder, in the

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	light of any organisational developments within the Authority.
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Post Characteristics	
Allowances	Mobile phone (as required), solo protect unit, casual mileage.
Emergency situations	In the event of an emergency, to guide and assist when appropriate
Politically restricted post	No

Health and Safety Responsibilities -
<ol style="list-style-type: none">1. To be familiar with and at all times comply with corporate and local health and safety policies and procedures as amended or added to from time to time2. To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action3. To take reasonable care for the health and safety of yourself and others. To not intentionally or recklessly interfered with or misuse anything that has been provided in the interests of health and safety. To maintain Personal Protective Equipment and to report any PPE that is defective.4. To adhere to the lone working procedures
This job description may be reviewed and amended, in consultation with the postholder, in the light of any organisational developments within the Authority.
Further Health & Safety information related to this post will form part of your Contract of Employment

Emergency Planning/Response Responsibilities
To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity Plans and other associated documents

Person Specification

Job Title: Voluntary and Community Sector Officer

Department: Community Development, Work and Skills Manager

Criteria	Essential (E)/ Desirable (D)	Method of assessment (See overleaf)
<u>Knowledge</u>		
Good understanding of community development	E	3,4
<u>Skills/Abilities</u>		
Proven track record of working on own to develop new initiatives and see these through to completion.	E	2,3,4
Ability to produce performance reports and present these to partners and senior managers.	E	2,3,4 3,4
Good verbal and written communications skills, including the ability to listen to other people's perspective and take this on board.	E	3,4 2,3,4
Need to be a self-motivated individual who can work on their own initiative.	E	2,3,4 3,4
Ability to plan ahead to meet deadlines whilst managing a workload of conflicting priorities	E	2, 3, 4
Proven record of being able to work as part of a team and the ability to prioritise work to meet deadlines	E	2, 3,4
<u>Qualifications/Training</u>		
Degree or equivalent	D	3,5
<u>Experience</u>		
Must have proven experience within the voluntary and community sector	E	3,4
Must have experience of working with partners to deliver new initiatives.	E	3,4
Proven track record of delivering community development projects	E	3,4
Proven track record of producing a newsletter, websites, database and using social media	E	3, 4
<u>Other</u>		

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Person will be expected to work some late evenings	E	4
Full current valid UK driving licence and a car available for work which is insured for business use.	E	3,5

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

Job Description and Person Specification Details	
Latest Version Date:	5 th July 2023
Completed by:	Tracy Gaskin
Approved by:	