

## JOB DESCRIPTION and PERSON SPECIFICATION

<b>Post Title:</b>	Community Development Officer
<b>Service Area:</b>	Business, Partnerships, Health Improvement.
<b>Team:</b>	Community, Business, Work and Skills
<b>Reports to:</b>	Community, Business, Work and Skills Manager
<b>Scale:</b>	Scale 5
<b>DBS:</b>	Yes Basic

### Overall Purpose of Department

- To facilitate, develop and enable effective partnership working across Blaby District - working to get the best services and outcomes for our residents.

### Overall Purpose of Job

- To undertake a proactive Community Development role across Blaby District and represent the Local Authority while working alongside Communities within the District. To develop the Voluntary & Community Sector offer within the District by supporting local groups to grow and strengthen their social impact.

<b>Key Roles, Tasks and Responsibilities</b>	
1.	To develop and support the voluntary and community sector in Blaby District working collaboratively with key partners.
2.	To develop community projects, agreeing a project plan, key milestones, 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.	To lead on Community Volunteer Week with the Voluntary Community Sector and support the growth of the business sector involvement with our community groups.
6.	To support the DWP Work Coach in securing volunteer opportunities for those residents furthest from the job market.
7.	To work alongside the Employment Skills & Training Officers and other partners (such as DWP) to identify opportunities and placements for residents
8.	To collate, write and interview Voluntary Community Sector groups for the monthly newsletter
9.	Consult on strategic growth sites from a community development perspective.
10.	To contribute to communications via social media, website, resident newsletter and other communication channels.
11.	Prepare performance reports on a quarterly basis or when requested on progress against agreed initiatives – for our Senior Leadership Team
12.	To coordinate the work of the Youth Council and develop new initiatives to include the annual conference.
13.	Support the Youth Council to engage with the British Youth Council and any associated duties
14.	Deliver consultation exercises to evidence support and get buy-in for a variety of projects from public and private sector partners.
15.	Develop and embed the IT system (UNIFORM) to enable performance reporting.
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.	To undertake designated training sessions as necessary, which may be out of normal working hours and/or at other establishments.
19.	To contribute and work towards the on-going policies on Community Development, Best Value, Environmental Issues, Crime and Disorder and Equal Opportunities.
20.	To perform any other duties as may be assigned to the post by Manager.
21.	This job description may be reviewed and amended, in consultation with the post holder, in the light of any organisational developments within the Authority.

## JOB DESCRIPTION and PERSON SPECIFICATION

<b>Post Characteristics</b>	
Allowances	Mobile phone (as required), casual mileage.
Emergency situations	In the event of an emergency, to guide and assist when appropriate
Politically restricted post	No

<b>Health and Safety Responsibilities -</b>
<ol style="list-style-type: none"><li>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 time</li><li>2. To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action</li><li>3. 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.</li><li>4. To adhere to the lone working procedures</li></ol>
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

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

<b>Job Description and Person Specification Details</b>	
<b>Latest Version Date:</b>	June 2022
<b>Completed by:</b>	Community Business, Work & Skills Team Leader
<b>Approved by:</b>	Community, Business, Work & Skills Manager
<b>Job Evaluation:</b>	A1791

**Person Specification**

Job Title: Community Development Officer

Department: Community, Business, Work and Skills Manager

<b>Criteria</b>	<b>Essential (E)/ Desirable (D)</b>	<b>Method of assessment (See overleaf)</b>
<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	3,4
Ability to produce performance reports and present these to partners and senior managers.	E	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
Need to be a self-motivated individual who can work on their own initiative.	E	3,4
Ability to plan ahead to meet deadlines whilst managing a workload of conflicting priorities	E	3, 4
Proven record of being able to work as part of a team and the ability to prioritise work to meet deadlines	E	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
Experience of producing a newsletter, websites, database and using social media	E	3, 4
<u>Other</u>		

## JOB DESCRIPTION and PERSON SPECIFICATION

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