

HARBOROUGH DISTRICT COUNCIL – JOB DESCRIPTION

POST: Community Engagement Officer

TEAM: Community Partnerships

POST NO: EO2024 GRADE: 7

SERVICE AREA: Community Partnerships

RESPONSIBLE TO: Head of Service Community Partnerships

VARIATIONS TO STANDARD CONDITIONS OF SERVICE

1. This is a description of the job as it is constituted at the date shown below. It is the practice of this Authority to periodically examine employee's job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to them. You will therefore be expected to participate fully in such discussions. It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

2. Casual Car User

Job Purpose

To work with parishes and communities to raise awareness of the role the Council can play in supporting rural communities. To act as support to parishes at a local level to deliver community development initiatives and provide opportunities and support to parishes achieving their goals.

Through signposting and working with key partner and voluntary organisations you will support parishes and rural communities with advice and support enabling them to look for greater opportunities for communities to engagement with the Council and other statutory agencies to improve services for rural communities.

This is a multi-faceted role engaging with parish/town councils and rural communities across Harborough District at grass-roots level and liaising with Ward Members, Councillors, partner organisations and voluntary sector partners.

Managing a small team of people who work with communities and parishes.

PRINCIPLE RESPONSIBILITIES

1. To lead and engage with communities and parishes across the district to build trusted working relationships to enable delivery of community development initiatives.
2. Be flexible to attend community / parish events and actively explore new possibilities for raising awareness of the importance of community development to different stakeholders.

3. To support the delivery of the Council's Rural Strategy ensuring the strategic outcomes are achieved by working alongside the community and parishes. Providing reports on outcomes to senior managers and Elected Members.
4. Working closely with colleagues, to act as a source of advice and information on key council services when working with and supporting communities and parish/town councils. Experience of making local contacts and networking with various services and providers to offer the widest range of opportunities and the ability to build relationships within communities at a local level.
5. Be adaptable and flexible to the needs to different communities, as well as being confident representing the importance of community development to different stakeholders including elected Members, officers, partners, and customers of the authority.
6. A confident manager to manage a small team of officers who will support in the delivery of community development across the district including grants officer(s) and Youth Engagement Officer. Have experience of management of staff including 121 meetings, appraisals, undertaking HR type processes as required.
7. Experience of managing budgets and grants in-line with corporate policy.
8. To support the formation and development of informal and formal community groups to ensure residents have opportunities to be involved in decision making that affects their homes and the community. Experience and knowledge of working alongside volunteers and have the understanding to champion the valuable contribution volunteers bring.
9. To enable and facilitate development of partnerships and projects on specific topics and demonstrate empathy and understanding to respond to community needs.
10. Research, compile and support the submission of bids for external funding opportunities, including S106 funding bids, to prioritise relevant local projects to access these funds and to deliver the project.
11. To provide advice, information, and signposting support for existing and new groups in managing their grants/finances, developing constitutional structures, managing risk, equal opportunities, safeguarding and health & safety issues in their activity.
12. Feed into the Council's communication channels enabling excellent communication between residents, the local authority, and stakeholders /partners. Support and facilitate the Parish Liaison meetings held four times a year.
13. You will need strong organisational and time management skills as well as being approachable with outstanding communication skills. You will be required to prepare written reports and deliver presentation to a variety of audiences including parishes, communities, elected Members and council meetings.
14. In carrying out your duties, have due regard to the safeguarding of children, young people, and vulnerable adults, using the Council's Safeguarding Policy and Procedure to report any incidents.

15. To carry out other duties as may be required from time to time by your manager or the organisation.

HARBOROUGH DISTRICT COUNCIL – PERSON SPECIFICATION

JOB TITLE:	Community Engagement Officer				
TEAM:	Community Partnerships				
POST NO:	EO 2024	GRADE:	7	WEEKLY HOURS:	Full-time 37hrs per week
ALLOWANCE:	Casual car user				
CONTRACT TYPE:	Permanent				
TYPE OF CRITERIA	ESSENTIAL REQUIREMENTS: Minimum requirements for the successful completion of the job		ASSESSMENT A / I / T / E	DESIRABLE REQUIREMENTS: Elements that contribute to improved / immediate performance in the job	ASSESSMENT A / I / T / E
QUALIFICATIONS	English and Maths GCSE Grade C or above or equivalent experience		A / E	Community Development, Coaching or communication qualification	A & E
EXPERIENCE	<ul style="list-style-type: none"> Partnership working across a wide range of organisations from the private, public or voluntary sectors. 		A / I	Experience developing strategies.	A / I
	<ul style="list-style-type: none"> Through project management, have experience of successfully delivering projects and initiatives and experience of preparing and successfully delivering action plans. 		A / I	Experience of working in Local Government and working with Parish / Town Councils	A / I
	<ul style="list-style-type: none"> Experience of working in community development and writing and submitting bids for funding 		A		
	<ul style="list-style-type: none"> Experience of tailoring presentations and communications to different audiences. 		A/I		
	<ul style="list-style-type: none"> Understanding of community development issues and methods to engage with a wide selection of the community and stakeholders. 		A		

	<ul style="list-style-type: none"> • Having a non-judgmental approach and outstanding communications experience to ensure diplomacy and negotiation when required. 	A		
	<ul style="list-style-type: none"> • Being Adaptable and flexible to the needs to different communities, as well as being confident representing the importance of community development to different stakeholders 	A / I		
	<ul style="list-style-type: none"> • An experienced manager of small teams with experience of budget management / responsibility. 	A / I		
KNOWLEDGE	<ul style="list-style-type: none"> • Safeguarding children and vulnerable adults 	A / I	<ul style="list-style-type: none"> • Delivery and successful completion of large scale / capital projects 	A / I
	<ul style="list-style-type: none"> • Working knowledge of best practice around engagement of a wide range of audiences such as voluntary and statutory organisations. 	A / I		
	<ul style="list-style-type: none"> • Knowledge of key organisation and/or groups who can provide support to communities and sign-posting these accordingly. Understanding of the process & structure of local government 	A / I		
	<ul style="list-style-type: none"> • Developing, implementing, and monitoring of budget and project action plans 	A / I		
	<ul style="list-style-type: none"> • Knowledge of data or information sharing in line with GDPR. 	A / I		
SKILLS	<ul style="list-style-type: none"> • Enthusiasm and a passion for working with communities demonstrating excellent listening/interpretation skills. 	A / I		
	<ul style="list-style-type: none"> • Interpersonal, and negotiation skills, able to interact with a wide range of people and groups – with empathy, professionalism, tack and diplomacy 	A / I		
	<ul style="list-style-type: none"> • Analytical skills, to be able to review and interpret data. 	A / I		
	<ul style="list-style-type: none"> • Taking a collaborative approach to problem solving. 	A / I		
	<ul style="list-style-type: none"> • Confidence to try new approaches, step out of comfort zone. 	A / I		

	<ul style="list-style-type: none">• Excellent written and verbal communication, such as report writing and delivering presentations.	A / I			
	<ul style="list-style-type: none">• Strong organisational and time management skills and able to manage a broad range of issues and projects.	A / I			
	<ul style="list-style-type: none">• Organised to be able to work independently and with minimum supervision. Meeting deadlines and manage workload to meet competing demands.	A / I			
OTHER	<ul style="list-style-type: none">• DBS check	A / I			
	<ul style="list-style-type: none">• Working experience of Microsoft Office to produce reports, newsletter articles, analysing stats and to communicate through emails and MS TEAMS.	A / I			
	<ul style="list-style-type: none">• Will need to hold a driver's licence and/or have access to transport for example to travel to meetings	A / I			
	<ul style="list-style-type: none">• Will be required to work evening and weekends on occasions where time off in lieu will be given.	A / I			
Assessment Legend:		A = Application	I = Interview	T = Test or Assessment	E = Evidence (e.g. certificate)
N.B. Where more than one assessment stage is indicated against a criteria that criteria must be demonstrated at both stages					