

# JOB PROFILE

<b>Job Title:</b>	Community Partnerships Officer
<b>Service Area:</b>	Policy and Community Partnerships
<b>Grade:</b>	Career Graded Levels 1 to 4: Depending on experience. <b>Level 1 - Grade 3 (Assistant)</b> <b>Level 2 - Grade 4 (Assistant)</b> <b>Level 3 - Grade 5</b> <b>Level 4 - Grade 6</b>
<b>Reporting Manager:</b>	Community Partnerships Team Leader
<b>Direct reports:</b>	None

## Job summary:

*To act as the first point of contact for community driven activity (initiatives and events) in the district; working with elected Councillors, residents, local organisations, and employment interests in partnership to build capacity in the voluntary and community sector and promote sustainable activity and support local activity.*

*To work with Councillors and members of the local community to improve engagement with all the community to improve participation in local decision-making and democracy; ensure that the Council is aware of the needs and concerns of the community.*

## Key responsibilities all levels:

- a) *To assist the Community Partnership Team in supporting local community groups and partner agencies in the planning, development, and implementation of a varied programme of activities within the various communities of North Herts.*
- b) *To assist the team to identify innovative and accessible ways of engaging and supporting local communities e.g., organising events to increase participation in local democracy, building awareness of how to volunteer in local activity that enhances cohesion and inclusion within the community.*
- c) *To engage with stakeholders to ensure that the Authorities' services and policies meet the identified needs of the local community as determined by relevant strategic plans.*
- d) *To undertake relevant administrative tasks that support the planning and delivery of community engagement programmes, including making and answering telephone calls, sending, and responding to emails, recording, and monitoring evidence of grant expenditure and relevant financial records, organising meetings and taking / distributing notes or minutes.*
- e) *To progress grant applications made to the authority, to include checking financial status, governance models, checking business plans and project planning for individual projects and monitoring outcomes.*
- f) *To be present at and participate in meetings as required and appropriate, such as local networks, internal working groups, stakeholder, and relevant council meetings and forums..*
- g) *To be aware of and work in accordance with the councils safeguarding policies and procedures to safeguard and promote the welfare of children and adults at risk, and to raise any concerns relating to such procedures which may be noted during the course of duty.*
- h) *To provide assistance to the wider Corporate Policy and Community Team as required.*

#### *Additionality at Level 2*

- a) *To undertake additional training and qualifications in areas such as capacity building in the community/voluntary sector, engaging with local communities, fundraising & making grant applications and their effective management, building local democratic engagement, and event management.*
- b) *To attend Community Forum Meetings to support of the Community Partnership Team and assist in the production and collation of information and details in the formation and drafting of formal Committee Reports and Financial Spreadsheets.*
- c) *To support the team in their consultation with the local community, including engaging with groups identified as marginalised, seldom heard, and new communities or underrepresented and to support the analysis and appropriate use of such information to improve areas of greatest need.*
- d) *Motivating community groups to engage with other relevant organisations to enhance civic engagement, local decision making and activity to enhance their local area.*
- e) *To undertake projects for the wider Policy and Community Team as directed by the Team Leader or Policy and Community Manager.*

#### *Additionality at Level 3*

- a) *To undertake additional training and qualifications at an appropriate level in areas such as capacity building in the community/voluntary sector, engaging with local communities, fundraising & making grant applications and their effective management, building local democratic engagement, and event management.*
- b) *To participate in and contribute to the work of the corporate Safety Advisory Group in regard to the effective governance and planning of external events, and to action relevant permissions for events managed by the Community Partnership Team.*
- c) *To act as facilitator for engagement with the public, communities as agreed with Community Forums, Panels, committees, management, and Councillors i.e., town talk, consultation on community projects, neighbourhood plans.*
- d) *To develop an annual programme of events with young people, schools etc to build greater engagement of young people in democracy/decision making in the district.*
- e) *Convening and resourcing councillor surgeries at agreed times in locations across the district. To assist councillors to raise issues with the relevant service areas/external stakeholder via the Councillor Portal.*
- f) *To take the initiative and ownership of individual projects on behalf of the Community Partnership team to build community engagement, and deliver improvement, taking responsibility for reporting progress to Senior officers and Councillors.*
- g) *To initiate and undertake projects for the wider Policy and Community Team under the supervision of the Team Leader and Policy and Community Manager.*

#### *Additionally at Level 4*

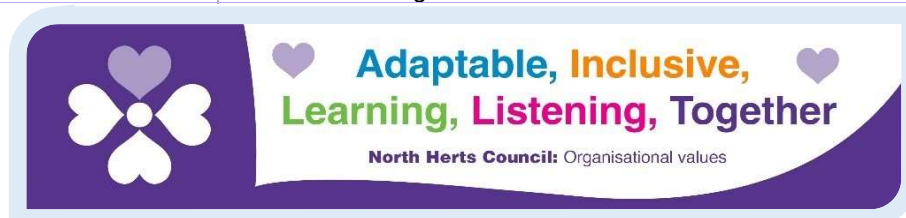
- a) *To attend Community Forum Meetings, to draft and present progress reports in regard to new grant applications, expenditure and general performance reporting on progress against agreed projects for the locality and other relevant community matters to Councillors. Liaise with Finance Officers to ensure financial transparency and probity in the administration of Area Committee grants and any other community grants.*
- b) *To act as facilitator for engagement with the public as above, specifically with groups identified as hard to reach or underrepresented and to support the analysis and appropriate use of such information to improve areas of greatest need.*
- c) *Provide organisational support as required to community events as set out by Traffic Management to Community Events (TCME) Schedule 12.*
- d) *Improve our engagement with marginalized, seldom heard, and new communities to make it easier for them to participate in local decision making and democracy, and to have their views and experiences heard by the Council.*



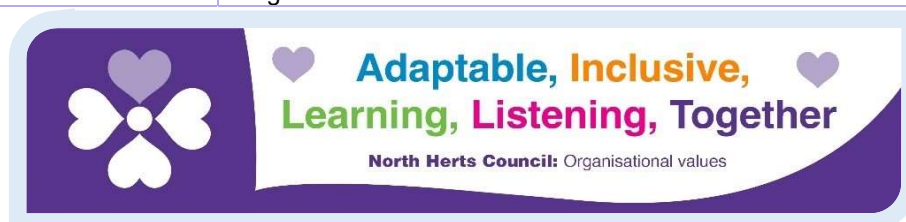
Please follow this link to read your general responsibilities:

[General responsibilities for employees | North Herts Council \(north-herts.gov.uk\)](http://north-herts.gov.uk)

Key Requirements:		Essential desirable
<b>Qualifications:</b>	Level 1  A-C / level 5 grade in GCSE English or equivalent / Level 2 Literacy and Numeracy QCA Level 2 qualification in a related discipline.	E  D
	Level 2  In addition to the above: NVQ Level 2 Award in Community Development or equivalent qualification or willingness to achieve qualification once in post.	D
	Level 3  In addition to the Level 1 & 2 above: Required to work through NVQ level 3 in community development, including engaging communities, or equivalent qualification. Or willingness to achieve qualification once in post.	D
	Level 4  Traffic Management (LANTRA accreditation) to support community events, or willingness to achieve accreditation once in post.	E
<b>Level 1 Job related experience &amp; knowledge:</b>	Excellent keyboard skills and use of Microsoft Windows and Microsoft Office suite of programmes.	E
	Full Driving Licence and the ability to drive.	E
	Experience of working as part of a team.	E
	Experience of note taking.	D
	Experience of managing a budget.	D
	Knowledge of Financial Regulations	D
	Knowledge of the importance of an engaged and effective community/voluntary sector	E
	Knowledge of health and safety requirements affecting the workplace	E
	Knowledge of issues that relate to equality of opportunity for the local community.	E
	Knowledge in identifying and sourcing resources for local events and community engagement / consultation sessions.	D
An understanding of local authorities and the role of councillors.	D	



<b>Additionality at Level 2</b>	Ability to analyse data, problem solving, prioritising and organising workloads to agreed priorities.	E
	Experience of working as part of a team and contributing to a positive working relationship.	E
	Experience of analysing grant information, making informed judgement decisions based on the grant criteria and the production of grant summary reports.	E
	Experience of providing information in a suitable verbal and written format for a range of audiences, including drafting Council Committee reports	D
	Experience in administering and processing grant awards within a local authority environment.	D
	Experience of planning and/or delivering a community event.	D
<b>Additionality at Level 3</b>	Experience of measuring performance against milestones and other performance indicators	D
	Experience of facilitating and presenting and gathering information at public events.	E
	Knowledge of different structures and governance models for local and community groups i.e., charities, trusts.	E
	Experience of drafting and presenting reports.	E
	Ability to develop, manage and deliver Community and Corporate events.	E
	Experience of handling a range of often conflicting views in a public and political arena.	D
<b>Additionality at level 4</b>	Awareness of the role of neighbourhood, parish and other local plans and their development	D
	Experience of developing, managing, and delivering community and corporate events.	E
	Experience of analysing data and problem solving.	E
	Highly motivated and experience of prioritising a workload with minimum supervision.	E
	Experience of influencing other partners towards shared goals.	E
	Experience of resourcing effective solutions to a range of community issues.	E
	Experience of motivating, influencing and gain commitment to community groups.	E
	Experience of dealing with difficult situations.	E
Experience of communicating, orally and in writing, with a wide range of audiences.	E	



	Experience of leading on Committee meetings and managing relationships between Councillors and members of the public.	E
<b>Skills &amp; attributes required for the role:</b>	Confident in conversing in fluent English which is sufficient to fulfil all aspects of the role.	E
	Ability to consult local communities, analyse the information and suggest ways to meet identified need.	D
	Good organisational skills.	E
	Experience of successfully working on own initiative.	E
	Experience of monitoring and evaluating a small budget.	D
<b>Other:</b>	Experience of working as part of a team.	E
	Ability and willingness to regularly work outside of normal hours and at weekends.	E
	Must have access to a vehicle which is available for use at work.	E
	Willingness to undertake further learning and development.	E
	This post is subject to satisfactory checks with the Disclosure and Barring Service and is exempt from the rehabilitation of offenders act.	E

Signed.....

Date.....

