

Job Description

Job Title: Community Co-ordinator (Children and Young People or Adults)

POSCODE:

Grade: P1

Overall purpose of the job

At Cambridgeshire County Council, our vision is to create a greener, fairer and more caring Cambridgeshire.

We will help to achieve this vision by creating a strong Communities Service; working together with our public, private and voluntary sector partners, listening to our communities and enabling them to work creatively and collaboratively to address local needs, creating the best opportunities to improve the outcomes of our residents.

The Community Coordinator will work in a specific District area supporting the Community Team Manager to lead work that builds good frameworks for resident engagement and develops community capacity alongside partners to ensure that our communities can work effectively with the County Council to better develop preventative services. The Community Coordinators will work closely together but also take on a specialism in either children and young people or adults recognising that individual approaches are needed in each of these areas.

Main accountabilities

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1.	Identify and engage with public, private, voluntary, community, health sector and internal service partners within a specific District area to build an effective multiagency network / team.
2.	Identify and engage with local stakeholders to support engagement, communications and relationship management at District and community level, in order to meet the objectives of the service around children, young people and communities.
3.	Influence partners to align with county council objectives and take the local lead on the development of joint action plans which meet agreed local preventative outcomes as informed through local data and community intelligence.
4.	Provide direct line management support (including Our Conversations, wellbeing, health and safety and oversight of performance) to the district/city Community Connector and/or support and input into agreeing local priorities for the Community Connector role.
5.	Collaborate with partners to gather analyse and interpret hard and soft data relevant to a designated area in order to reach a shared understanding of the local priorities, including working with young people and communities to identify relevant community assets (people, places, groups and activities).
6.	Influence partner organisations to work together to put in place joint mechanisms for information sharing working with support from relevant County Council teams.
7.	Support the design and lead the implementation of frameworks that take every opportunity to embed deliberative democracy and youth voice work within our communities, organisations and partnerships.
8.	Facilitate and deliver training when necessary, to stakeholders, in respect of deliberative democracy, appreciative enquiry, strengths based conversations, making every contact count, safeguarding, introduction to youth work or other training which builds the capacity of the community voluntary sector.
9.	Supply community information to partner meetings, such as integrated neighbourhood and community safety boards which contributes to shaping and influencing strategic priorities. Deliver

	information via mediums such as reports and presentations to senior leaders and public sector managers on community activity, assets and capacity.
10.	Lead on identification of funding opportunities relevant to projects and programmes of work that support the outcomes of the service and the collation of evidence and writing of such applications to give best opportunity for success.
11.	In a specific district area, lead the development of partnerships and frameworks that support community led activity which aligns to the objectives of relevant strategies, such as Children's Early Help and the Care Together Adult Social Care programme, building a thriving voluntary and community sector that offers a wide range of positive activities and support networks.
12.	Lead on the identification, collation, development and communication of capacity building resources which support good governance and sustainability within the community voluntary sector in order for groups to become community commissionable and to meet their full potential.
13.	Demonstrate an awareness and understanding of equality, diversity, inclusion and anti oppressive practice and be able to actively promote equality of opportunity within the role.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Key Skill Level 4: Bachelor's degree; HNC; HND NVQ level 4 or significant experience in a related field.	<p>Community Development work, Leadership and Management in the Public or Communities sector or similar.</p> <p>Or, BA (Hons) or PG Cert /PG Dip or MA in Youth and Community Work or Youth Work, Community Development.</p>	Essential

Minimum levels of knowledge, skills and experience required for this job.

Identify	Describe	Essential/ Desirable
Knowledge		
Policies and Practices	<p>Working knowledge and understanding of policies and practices relating to localism and theories of decentralisation.</p> <p>Knowledge of community development techniques and how to apply them.</p>	Essential
Funding and Budgets	Knowledge of local community funding landscape including section 106.	Essential
Multi-agency partnership working and relationship management.	Knowledge of effective partnership working techniques at multiple levels including an understanding of the organisational structures of public, private and voluntary sector.	Essential
Engagement and Participation	Knowledge of effective engagement and participation tools, frameworks and community development approaches (e.g. Asset Based Community Development; strength-based approaches, citizens assemblies, ladder of participation, appreciative enquiry)	Essential
Community Safety	Knowledge of responsibilities in respect of child protection and safeguarding of children and adults.	Essential
Skills		

Administration	<p>Proven ability to use Microsoft Office applications such as Outlook, Word, Excel and PowerPoint and web based research.</p> <p>Comprehensive diary administration skills and ability to use Microsoft SharePoint and Teams for work collaboration.</p> <p>Ability to be able to utilise other council performance management systems to ensure robust administration and to keep accurate and timely records of work undertaken.</p> <p>Budget monitoring skills and ability to be able to complete robust funding applications.</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>
Communication	<p>A good range of communication skills at all levels including the use of presentations, reports, and other written documentation that can convey comprehensive information in a meaningful way.</p> <p>Proven verbal communication and relationship management skills, the ability to initiate, develop and manage complex partner, community and stakeholder relationships.</p> <p>Ability to represent the council with a range of partners at the equivalent level to the role and on occasion represent the team manager if needed.</p> <p>Ability to be deliver group work or training when necessary as well as facilitate local engagement forums or individual work with residents or young people.</p> <p>Strong collaboration and influencing skills and the ability to advocate for the county council's priorities</p> <p>Political astuteness and sensitivity, communicating with diplomacy and tact.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p>
Project Management	Project Management skills including operational oversight, foreseeing potential	Essential

	issues for the delivery of specific projects in a local area and taking appropriate action.	
Self management	<p>Proven ability to prioritise, plan and manage deadlines.</p> <p>Ability to travel around the county to attend meetings and events, including some out of hours work.</p> <p>The ability to use own initiative and to be proactive.</p> <p>Strong collaboration and influencing skills and the ability to advocate for the county council's priorities and work as a multi-agency team.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>
Experience		
Leading, managing, mentoring people, organisations and partners	<p>Experience of developing, managing and maintaining effective relationships with a variety of contacts including staff, elected Members, stakeholders and community groups.</p> <p>Experience of line management or supervisory activity and/or working collaboratively to support and inform peer development.</p> <p>Experience of effective partnership working, joint leadership and administration of operational partner meetings ensuring demonstrable outcomes.</p> <p>Experience of presenting information to stakeholders, voluntary and community groups.</p> <p>Experience of developing and delivering effective communications which includes social media.</p> <p>Experience of arranging community engagement activity, group work delivery and facilitation and collecting relevant information to feed into service delivery, design and strategy.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p>

	Experience of building community capacity through partnership in order to support early intervention and prevention.	Essential
Equality, Diversity and Inclusion (applies to all roles.	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
Safeguarding	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/adults.	Essential

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced X	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid X	Field	Remote	Mobile
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