

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

Job description and person specification

## **Locality and Community Development Manager**

Community Safety, Engagement and Resettlement, Communities  
and Opportunities

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.



West  
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We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

## **Purpose and impact:**

The Locality and Community Development Manager is essential in delivering our commitment to place based working, ensuring the effective governance and operation of Local Area Partnerships (LAPs) and embedding our asset-based community development approach. This role involves collaborating with colleagues within West Northamptonshire Council (WNC) and external partners to optimise service delivery and redesign services to address broader health determinants at a local level to effect change.

By leveraging data and insights, the role informs action planning and aligns efforts with strategic leads across West Northants. The role coordinates Multi-Agency Teams to achieve Live Your Best Life (LYBL) ambitions, ensuring plans, actions, and outcomes are captured through a robust Monitoring Framework. Additionally, the role involves guiding partners, escalating issues to relevant boards, and managing the development and performance of LAPs. The postholder will also be responsible for the direct line management of between 3-4 Community Development and Inclusion Workers.

## **Accountable to:**

The role will report to the Head of Community Safety, Engagement and Resettlement. The role sits within the Housing and Communities Service, within the Communities and Opportunities Directorate.

## **Responsibilities:**

- Ensure the governance of all Local Area Partnerships is in place, providing leadership to the Locality, clarity of objectives, purpose and direction, that meets community needs and aligns with the health and wellbeing strategy and our live your best life ambitions.
- Use data, intelligence and community insight to drive priority setting, service redesign, implementation and evaluation of new ways of working. Ensure every LAP has a locality profile and robust action plans that enables collaboration to design, develop and deliver initiatives.
- Identify issues and challenges raised by the LAPs for escalation to the Executive Place Board and Health and Wellbeing Board where appropriate, amplifying community members' lived experience, creating case studies and insights directly shared from frontline staff.
- Utilise problem solving skills to respond to sudden unexpected demands with an ability to analyse complex facts and situations and develop a range of options. Take decisions on difficult and contentious issues to overcome challenges within the locality, between teams, or where teams need hurdles removed.

- Work with colleagues within West Northants Council, our partners and the voluntary community sector to identify and influence where services are best delivered at Local Area Partnership level and empower local leaders to take accountability for local action.
- Develop, implement, and participate in local multi-agency meetings aligning frontline teams across internal West Northants Council services, partner organisations and the voluntary and community sector around the needs of the community.
- Ensure effective communication on the function and progress of LAPs. Develop and implement systems for measurement and evaluation, including both qualitative and quantitative measures to determine performance and success.
- Management of the Community Development and Inclusion Workers creating a performance culture, including direct supervision and conducting annual VIPs of staff. Co-ordinate the training, and development of staff to ensure a high-quality service is provided and to meet service and best practice requirements.
  - Develop relationships with potential funders and actively seek grant funding opportunities. Ensure effective delivery and management of any funding programs and grants, including participatory budgeting schemes.
- Develop and implement training and capacity-building programs to ensure all partners are proficient in place-based working and community engagement.
- Maximise personal productivity, minimise duplication and errors, and manage information efficiently and securely to reduce risk through effective use of Office 365 and internal IT systems and applications.
- Actively challenge and seek to eliminate any directly or indirectly discriminatory practices or behaviours.
- Demonstrate awareness and understanding of other people's behavioural, physical, social, and welfare needs and ensure that reasonable care is taken at all times for the health, safety, and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

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

| Skills and abilities:                                                                                                                                              | Essential / Desirable | Measured by |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------|
| <b>Leadership and Management:</b> Proven ability to lead and manage teams, including day-to-day supervision and performance management.                            | E                     | A, I        |
| <b>Strategic Planning:</b> Strong skills in strategic planning and action planning, with the ability to align efforts with broader organisational goals.           | E                     | A, I        |
| <b>Data Analysis:</b> Proficiency in analysing data and insights to inform decision-making and action planning.                                                    | E                     | A, I        |
| <b>Communication:</b> Excellent verbal and written communication skills, with the ability to effectively convey information to diverse audiences.                  | E                     | A, I        |
| <b>Collaboration and Partnership:</b> Strong ability to work collaboratively with internal and external partners, fostering joint working and information sharing. | E                     | A, I        |
| <b>Adaptability:</b> Ability to adapt to changing circumstances and work effectively in a dynamic environment.                                                     | E                     | A, I        |
| <b>Proactive and Initiative:</b> Proactive approach with the ability to take initiative and drive projects forward.                                                | E                     | A, I        |

| Knowledge:                                                                                                                                                            | Essential / Desirable | Measured by |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------|
| <b>Local Government and Community Services:</b> In-depth understanding of local government structures, community services, and the wider determinants of health.      | E                     | A, I        |
| <b>Governance and Compliance:</b> Knowledge of governance frameworks, compliance requirements, and best practices in managing partnerships and community initiatives. | E                     | A, I        |
| <b>Multi-Agency Working:</b> Understanding of multi-agency working principles, including coordination, collaboration, and joint working practices.                    | E                     | A, I        |
| <b>Funding and Grants Management:</b> Understanding of funding mechanisms, grant management, and financial oversight in the context of community projects.            | E                     | A, I        |
| <b>Community Development:</b> Knowledge of community development theories, practices, and engagement strategies to foster community well-being and cohesion.          | E                     | A, I        |
| <b>Data Analysis and Monitoring:</b> Knowledge of data analysis techniques, monitoring frameworks, and evaluation methods to track progress and outcomes.             | E                     | A, I        |

|                                                                                                                                                                       |   |      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|------|
| <b>Health and Social Care:</b> Familiarity with health and social care systems, including service delivery models and integration of services at the community level. | D | A, I |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|------|

| Relevant experience:                                                                                                                                        | Essential / Desirable | Measured by |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------|
| <b>Community Development:</b> Demonstrated experience in community development and engagement, with a focus on improving community well-being and cohesion. | E                     | A, I        |
| <b>Governance and Compliance:</b> Experience in ensuring robust governance and compliance within organisational frameworks.                                 | E                     | A, I        |
| <b>Multi-Agency Coordination:</b> Experience in coordinating multi-agency teams to achieve common goals and objectives.                                     | E                     | A, I        |
| <b>Monitoring and Evaluation:</b> Experience in developing and implementing monitoring frameworks to capture plans, actions, and outcomes.                  | E                     | A, I        |
| <b>Service Redesign:</b> Experience in service redesign and optimisation, particularly in the context of health and social care.                            | D                     | A, I        |
| <b>High Performance:</b> driving cultures of High Performance internally and externally                                                                     | E                     | A, I        |

| Education, training and work qualifications:                                                                                                                           | Essential / Desirable | Measured by |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------|
| <b>Education:</b><br>Degree level qualification in relevant area or equivalent experience, i.e. Community Development, Social Work, Public Health, or a related field. | E                     | A, I        |
| <b>Training:</b><br>Courses or workshops focused on community engagement and development strategies.                                                                   | D                     | A, I        |
| Programs to enhance leadership skills, team management, and strategic planning.                                                                                        | D                     | A, I        |

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

## Day-to-day in the role:

|                         |             |                           |                  |
|-------------------------|-------------|---------------------------|------------------|
| <b>Hours:</b>           | 37          | <b>Primary work base:</b> | One Angel Square |
| <b>Job family band:</b> | WNC Grade 9 | <b>Worker type:</b>       | Part-flexible    |

|                                          |                   |                               |
|------------------------------------------|-------------------|-------------------------------|
| <b>Salary range:</b>                     | £49,587 - £52,860 | <b>Budget responsibility:</b> |
| <b>People management responsibility:</b> |                   |                               |

### Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

|          |                 |                                                                                                                                                                  |
|----------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>T</b> | Trust           | We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.                                                                   |
| <b>H</b> | High Performing | we get the basics right and what we do, we do well. We manage our business efficiently.                                                                          |
| <b>R</b> | Respect         | we respect each other and our customers in a diverse, professional and supportive environment.                                                                   |
| <b>I</b> | Innovate        | we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.                                          |
| <b>V</b> | Value           | We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness |
| <b>E</b> | Empower         | we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.                                            |

**“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”**

# When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

