

Job Description

Job Title: Community Connector

POSCODE:

Grade: SO1

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 Connector role will support the Communities Service alongside the Community Coordinators to carry out specific project work which builds 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.

Main accountabilities

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1.	Work independently, with guidance from the Community Coordinator, alongside public, private, voluntary, community and health sector partners as well as internal services to support the building of multi-agency teams.
2.	Support the team to accurately capture community information and insight relevant to specific themes, projects or places in order to reach a shared understanding of local priorities and help the shaping of preventative interventions.
3.	Practically support the Community Coordinator with local stakeholder engagement, communications and relationship management at District and community level in order to meet the objectives of the service around children, families, young people, communities and adults.
4.	Support the team to carry out actions identified on joint action plans relating to specific projects, themes or places, using community development skills and techniques to support local groups and organisations to meet agreed local preventative outcomes as informed through local data and community intelligence.
5.	Deliver training and information sessions which could include topics such as:- deliberative democracy, appreciative enquiry, strengths based conversations, making every contact count, scams prevention, safeguarding, introduction to youth work or other training which builds the capacity of the community voluntary sector.
6.	Support the team to motivate and empower local people, living and working in focus areas to develop social action that supports children, families, communities and adults.

7.	Support the team to build partnerships and frameworks and use community development skills to enable the community voluntary sector to play a key role in meeting the ambitions of the council, including through the Early Help strategy and Care Together Adult Social Care programme, building a thriving voluntary and community sector that offers a wide range of positive activities and support networks.
8.	Identify and collate 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.
9.	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 3; A level's grade A-E, Level 3 NVQ, Level 3 National Diploma, Advanced Apprenticeship or equivalent experience in a relevant field.	Youth and Community Work, Community Development or other related field.	Essential

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

Identify	Describe	Essential/ Desirable
Knowledge		
Policies and Practices	knowledge and understanding of policies and practices relating to localism and theories of decentralisation.	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. knowledge of stakeholder engagement, mapping and relationship management.	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
Early Intervention and Prevention	An understanding of the challenges facing local government and other public sector partners.	Essential
Skills		

Administration	<p>Ability to use Microsoft Office applications such as Outlook, Word, Excel and PowerPoint and web based research.</p> <p>Ability to use Microsoft SharePoint and Teams for work collaboration.</p>	<p>Essential</p> <p>Essential</p>
Communication	<p>A good range of communication skills at all levels.</p> <p>The ability to be able to supply written information to support the collation of presentations, reports, and other written documentation.</p> <p>Proven verbal communication and relationship management skills.</p> <p>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 support the delivery of group work or training when necessary as well as facilitate local engagement forums or individual work with residents or young people.</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>Essential</p> <p>Essential</p>
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, 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 presenting information to stakeholders, voluntary and community groups.</p> <p>Experience of arranging community engagement and development activity, group work delivery and facilitation and collecting relevant information to feed into service delivery, design and strategy.</p> <p>Experience of building community capacity through partnership in order to support early intervention and prevention.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
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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