



Job Description and Person Specification

Job details

Job title:	Stronger Communities (Partnership) Manager
Grade:	NNC BAND 09 (37hrs)
Reports to:	Head of Stronger Communities Service
Responsible for:	The delivery of Stronger Communities Services
Line Manager for:	<ul style="list-style-type: none">- Grants Officers (2.25FTE)- Community Development Officer (Projects)- Household Support Fund Team Leader

Directorate and Service area: Public Health – Communities & Leisure

Purpose of the job

This role is full-time (37 hours) and reports to the Head of Service and will be the lead for the community partnerships with VCSE organisations through contract and grant management, the Armed Forces Covenant, and if required defined projects, such as the Household Support Fund programme. The Manager will supervise, manage and develop employees within the team, ensure training and regular supervision take place, performance monitoring and managing sickness absence, as they will have direct line management responsibilities for:

- a. Community Development Officer (Projects)
- b. 1.5 FTE Grants Officers
- c. 0.75 FTE FTC Grant Officer – Shared Prosperity Fund
- d. Household Support Fund Team Leader

As the Manager, the role is to deliver an effective service in respect of the council's grants programme to VCSE organisations and local community groups and organisations. In addition to this, they will be responsible for the delivery of the Council's commitment to the MOD's Armed Forces Covenant and Employer Recognition Scheme. They will also be responsible for delivery on relevant short-term projects, such as the DWP's Household Support Fund.

The Manager will continually develop and improve services in line with new opportunities and legislation, reflecting the Council's priorities and service culture.

Principal responsibilities

1. Provide strong leadership and management of a team, enabling members to embrace and move forward with changes in a positive, enthusiastic and effective way.
2. To manage, supervise and develop the Communities & Partnership team including performance monitoring, management of personnel issues, leave cover, workload and any associated tasks involved in managing a team including regular supervision in line with NNC policies.
3. Ensure that the team's performance and activity contributes to the achievement of Communities Strategy, including achieving the MOD's Gold Employee Recognition Scheme and an effective grants programme.
4. To ensure effective delivery of all aspects of the grant funding allocation.

5. To maintain accurate records relating to all funding distributed through the Council's grant funding, such as Member Empowerment and Discretionary Grants and within the remit of the Stronger Communities Service, using various IT/ CRM systems.
6. To be the lead officer to review and monitor the delivery of the strategic grant programme.
7. To deliver the commissioning of the Council's strategic grants.
8. To work with officers internally, and externally to develop and promote joint working and sharing of information supporting the "One Team" approach of the Council.
9. In conjunction with the Head of Service, prepare draft reports on relevant matters for Council committees, Members, Assistant Directors, and other Senior Officers as required.
10. Assist in the compilation of accurate statistics and reports for returns as well as any relevant Strategies or Plans the Council develops.
11. Maintain financial records ensuring compliance with Financial Regulations.
12. Ensure the website and intranet is kept up to date by providing information to content editors.
13. Ensure that all procedures for the service are up to date and clear, with all employees understanding where to access them and using them to ensure that a consistent and quality service is delivered.
14. Monitoring and managing communications relating to customer enquiries, including responding to emails and phone calls.
15. To support the planning and promotion of relevant issues or campaigns, including the delivery of talks to relevant bodies, exhibitions and displays at appropriate events.
16. To train colleagues and undertake training as required.
17. To deliver a high quality, effective and appropriate service to all service users, fairly and without discrimination.

General responsibilities applicable to all jobs

Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).

Carry out any other duties which fall within the broad spirit, scope, and purpose of this job description and which are commensurate with the grade of the post.

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.

Special features of the post

This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.

The post holder must be able to:

- Engage with all stakeholders and take responsibility for driving forward and implementing service improvements.
- Create innovation and empower teams.
- Maximise relationships across the team, service and organisational boundaries to achieve desired results.
- Management and staff development skills and the ability to create a strong team ethos.
- Keep up to date with new developments within areas of responsibility to enhance personal effectiveness.
- Communicate effectively with both individuals and groups of all sizes at all levels, internal and external to the Authority.

- Promote equal opportunities within all aspects of service delivery and employee relations.
- Post holder will be expected to work to the requirements of the service, occasionally working outside normal working hours and usual places of work.
- Post holder must be prepared to undertake training as required.
- A valid driving licence and access to a car for work purposes is essential for this post.



Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<p>A degree or equivalent qualification in a relevant field – such as Community Development or Social Science, OR significant experience in a related field – such as Public or Communities sector or similar.</p> <p>Evidence of ongoing commitment to continuous professional development.</p>	<p>NVQ Level 4 in leadership or equivalent.</p>
Experience and Knowledge	<p>Experience of line management or supervisory responsibilities.</p> <p>Experience in local government, voluntary or commercial sectors.</p> <p>Experience of working without supervision and under pressure.</p> <p>Experience of working to challenging targets.</p> <p>Knowledge and experience of establishing and managing robust governance.</p> <p>Experience of budget management, financial processes and setting up and maintaining administrative systems.</p> <p>Knowledge and experience of providing coaching, advice and development to support and motivate individuals and teams.</p> <p>Interpersonal and organisational sensitivity.</p> <p>Experience of handling enquiries from a variety of stakeholders, colleagues and members of the public.</p>	<p>Experience of managing large funding programmes.</p> <p>Experience of managing conflict through diplomacy and negotiation.</p> <p>Experience of supporting an organisations Armed Forces Covenant work.</p>
Ability and Skills	<p>Excellent IT literacy skills - Experience of using MS Excel, PowerPoint, Word, and Outlook.</p> <p>Excellent communication skills (verbal and written).</p> <p>Excellent communicating and influencing skills with internal and external customers.</p> <p>Ability to work calmly and effectively under pressure and in challenging circumstances.</p>	<p>Experience of using ERP Gold.</p>

Attributes	Essential criteria	Desirable criteria
	<p>A professional manner in dealing with colleagues and the public.</p> <p>Drive for high quality results and adaptability.</p> <p>Ability to seek, retrieve and collate information from a variety of sources and make judgements.</p> <p>Highly effective planning and organising own workload, and that of direct reports.</p> <p>Numerical skills & ability to analyse spreadsheets & financial accounts.</p> <p>Excellent attention to detail.</p> <p>Fair and objective decision-making ability.</p> <p>Tact and empathy.</p> <p>The ability to work well individually and part of a team.</p> <p>Ability to work with minimal supervision.</p>	
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p>	
Additional Factors	<p>Awareness of working in a political environment.</p> <p>Driven by customer excellence.</p> <p>A commitment to equal opportunities and social inclusion.</p> <p>Flexible attitude to working hours and to be prepared to work outside normal office hours on occasion according to the needs of the service.</p> <p>Must be able to travel throughout the county using own transport.</p>	