



Job Description and Person Specification

Job details

Job title: Community Development Officer
Grade: CBC SCP11
Reports to: Household Support Fund 4 (HSF4) Team Leader
Responsible for: N/A
Directorate and Service area:
Adults, Health Partnership and Housing; Communities & Leisure; Communities & Wellbeing

Purpose of the job

- To provide project support through community engagement, promotion and partnership building, specifically supporting Household Support Fund programme.
- The Household Support Fund Team aims to improve the economic, social and environmental well-being of people who live and work in North Northamptonshire.
- To help tackle poverty, social exclusion and equality to promote community cohesion and minimise inequality.
- Delivery of an effective and appropriate service to all customers, fairly and without discrimination.

Principal responsibilities

1. To be part of project teams covering a variety of projects which improve people's quality of life, taking a lead role where appropriate.
2. To provide information for and to prepare as necessary reports for management.
3. To support events and activities with aim of improving the wellbeing in relation to those who reside or work in North Northamptonshire.
4. To liaise with Community and Voluntary groups to establish, maintain, and develop effective working relationships in relation to supporting households in crisis, either through grants or promotion of support available via the Household Support Fun.
5. Organise and support the delivery of community functions and meetings as and when required.
6. To be responsible for the development, implementation and review of any Community Grants fund, which includes promoting, processing and monitoring applications, assess and make recommendations for grant awards.
7. To develop effective publicity for the grants scheme to ensure equal access to grants within North Northamptonshire and assist in the preparation of materials.
8. To identify and work collaboratively and effectively with existing agencies who provide services and support, and to identify and create new solutions to meet identified needs where there is currently no, or limited support or services.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. 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).
3. 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.



Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Five GCSEs or equivalent including Maths and English.	NVQ Level 3 or equivalent in a relevant subject, for example Community Development or Administration.
Experience and Knowledge	<p>Experience in community development or related field.</p> <p>Experience of administrative work, including maintaining spreadsheets or databases, writing emails, and producing summary information from MS Excel.</p> <p>Experience of working in teams and delivering services to customers.</p> <p>Experience in local government, voluntary or commercial sectors.</p> <p>Understanding of social issues and their impact.</p> <p>Experience of working without supervision and under pressure.</p> <p>Experience of working to challenging targets and managing a demanding caseload to plan and priorities effectively in order to achieve and meet deadlines.</p>	<p>Experience of ERP Gold.</p> <p>Knowledge and experience of effective monitoring / evaluation and control processes of a range of projects and grants.</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), good telephone skills with a range of customers.</p> <p>Experience of being innovative and creative.</p> <p>Ability to identify needs of community groups and organisations.</p> <p>Ability to seek, retrieve and collate information from a variety of sources and make judgements.</p>	

Attributes	Essential criteria	Desirable criteria
	<p>Planning and organising own workload to meet deadlines and maintain accurate accounts.</p> <p>Excellent numerical skills & ability to analyse spreadsheets.</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>	
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>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>	