

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Community Cohesion Officer

Community Safety, Engagement & 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'.

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.



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Purpose and impact:

To support the development and subsequent delivery of West Northamptonshire Council's Community Cohesion programme and adopt a multi-agency response to deliver community-based solutions.

Accountable to:

This role is accountable to the Connected Communities Coordinator. The role sits within the Community Safety, Engagement and Resettlement Service and is part of the Communities and Opportunities Directorate in West Northamptonshire Council.

Responsibilities:

1. Support the Connected Communities Coordinator in the development and delivery of a set of cohesion priorities, contributing information and data, which will support the overall aims of the Council in building strong, resilient and cohesive communities.
2. Work on the development of building and collating profiles of communities through a range of engagement activities with local residents and partners as well as collecting administrative data at a local level.
3. Encouraging positive interaction between people from different racial and faith communities, taking an anti-racist approach, reducing discrimination and improving community cohesion.
4. Develop and promote positive dialogue and interactions between different groups, faiths, cultures and ages, and encouraging the development of strong community leadership.
5. Support workplaces, schools and neighbourhoods with the development of strong and positive relationships between people from different backgrounds.
6. Support the development of Strategic Equality Plans ensuring an integrated approach to embedding community cohesion work across the local authority.
7. Lead on engagement with voluntary sector partners to assess gaps in service provision in relation to refugees, asylum seekers and other migrants as well as other seldom heard groups within communities.
8. Identify funding opportunities that address challenges in service delivery for vulnerable groups / communities. Additionally, aim to influence service delivery and advocate change to meet the needs of communities.
9. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
10. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
11. 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 |
|--|-----------------------|-------------|
| The ability to present and communicate ideas and issues effectively to a wide range of individuals and groups. | E | A, I |
| Strong planning and organisational skills. | E | A, I |
| Able to manage high workload and conflicting priorities. | E | A, I |
| Able to work independently and make decisions, based on evidence and consultation. | E | A, I |
| This is applicable to all roles in WNC that are required to use IT equipment: Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period. | D | A, I |

| Knowledge: | Essential / Desirable | Measured by |
|--|-----------------------|-------------|
| Knowledge and understanding of community cohesion initiatives and best practice | E | A, I |
| Knowledge and understanding of asset-based community development and co-production | D | A, I |
| Knowledge of Equalities legislation and understanding of Strategic Equality Plans | D | A, I |

| Relevant experience: | Essential / Desirable | Measured by |
|--|-----------------------|-------------|
| Experience of engagement with diverse communities | E | A, I |
| Experience of partnership working | E | A, I |
| Experience of delivering integration and social programmes | D | A, I |

| Education, training and work qualifications: | Essential / Desirable | Measured by |
|--|-----------------------|-------------|
| Qualification in Community Cohesion / Engagement / Development or equivalent relevant experience | E | D |
| Good standard level of education including English and Maths at GCSE grade 5 or above or equivalent. | E | A, D |

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.

Additional pre-employment checks specific to this role include:

Standard Disclosure and Barring Service

Day-to-day in the role:

| | | | |
|--|-------------------|-------------------------------|------------------|
| Hours: | 37 | Primary work base: | One Angel Square |
| Job family band: | CI6 | Worker type: | Part-flexible |
| Salary range: | £33,369 - £36,163 | Budget responsibility: | None |
| People management responsibility: | None | | |

Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to worker 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).

We are open to discussions about flexible working.

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.

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

