



## **Job Description and Person Specification**

### **Job details**

Job title:	Stronger Communities Co-ordinator (Projects)
Grade:	NNC BAND 05 (37hrs)
Reports to:	Stronger Communities (Partnership) Manager
Responsible for:	The delivery of Stronger Communities services
Directorate and Service area:	Public Health – Communities & Leisure

### **Purpose of the job**

This role reports to the Stronger Communities (Partnership) Manager and the role of the Stronger Communities Officer (Projects) is to develop and lead work associated with the Armed Forces Covenant, the immediate work will to support the Council in attaining the Gold Employer Recognition Scheme and to be able to maintain and develop the work to support the Armed Forces Community. The role will also support new initiatives and projects, as appropriate.

To develop and facilitate community action so that communities and individuals are enabled to do more for themselves, work together, and create stronger and more resilient communities.

### **Principal responsibilities**

1. To be the lead officer for the delivery of the Armed Forces Covenant across North Northamptonshire, including attaining and maintaining the MOD's Employer Recognition Scheme at the Gold level.
2. To raise awareness of the Armed Forces Covenant through the design and delivery of awareness raising sessions and developing an e-learning package for Council staff and members.
3. To work with Housing officers regarding the duties of the Armed Forces Covenant and housing needs for the Armed Forces Community.
4. To regularly review the Council's practices in terms of delivery of the Armed Forces Covenant and report on good practice.
5. To review and report on good practice across the county, region and nationally to influence service improvements and embed them in local practices across the Council.
6. To develop and strengthen links with the local Armed Forces community by attending community-based groups, such as RAFA (RAF Association), SSAFA (Soldiers', Sailors', and Airmen's Families Association) and Royal British Legion.
7. To develop and strengthen links with the cadet forces in North Northamptonshire.
8. Raise awareness of the duty of due regard to the principles of the Armed Forces Covenant with partner organisations and among the serving community.
9. To develop and maintain effective working relationships with a range of voluntary and statutory partners and sustain a network of contacts.
10. To make appropriate referrals to external services, specialist agencies and individual needs and that any additional needs are met.
11. Work to bring all aspects of the armed forces community together to engage in relevant activity which identifies and raises awareness of issues and seeks to develop joint solutions.

12. Encourage local businesses and organisations to sign up to the MOD's Defence Employer Recognition Scheme and progress through the various award levels.
13. Influence public sector partners and statutory bodies to engage with the Covenant and commit to greater partnership working with a view to building better understanding of the needs of the community and the issues it faces ultimately leading to solutions.
14. Act as the public 'face' of the Northamptonshire Armed Forces Covenant Board for North Northamptonshire both hosting and attending events.
15. To develop information bulletins/social media content/website to promote the work of the Armed Forces community and the work of the Council as a holder of the MOD's Defence Employer Recognition Scheme.
16. To organise and support Armed Forces community events, such as Armed Forces Week and Remembrance Day.
17. To develop an engagement strategy with the Armed Forces Community to use for consultation and engagement on how the Council's services can be improved.
18. To support new initiatives and projects which are allocated to the Stronger Communities service.
19. To attend meetings as and when required to update on progress made.
20. To maintain detailed and accurate records of all work undertaken.

#### **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.

The post holder must be able to:

- Keep up to date with new developments within areas of responsibility to enhance personal effectiveness.
- 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.



**Person Specification**

<b>Attributes</b>	<b>Essential criteria</b>	<b>Desirable criteria</b>
Education, Qualifications and Training	<p>A relevant higher education/professional qualification at degree level in social science, community work or other related fields or similar OR significant experience in a related field – such as Public or Communities sector or similar.</p> <p>Considerable experience gained over a number of years working in the community as a Community Development Officer.</p> <p>Evidence of ongoing commitment to continuous professional development.</p>	
Experience and Knowledge	<p>Experience of administrative work, including maintaining spreadsheets or databases, writing emails, and producing summary information from MS Excel.</p> <p>Clear understanding of the statutory, voluntary and community sectors.</p> <p>Experience of working in teams and delivering services to customers.</p> <p>Understanding of the principle of an application of an equal opportunities policy.</p> <p>Knowledge of community development issues and principals.</p> <p>Knowledge of successful approaches to and techniques for strengthening cohesion in local communities.</p> <p>Experience in local government, voluntary or commercial sectors.</p>	<p>Experience of either serving in the Armed Forces or supporting those who are currently or have previously served.</p> <p>Experience of developing and delivering training.</p> <p>A working knowledge of Housing Provision for the Armed Forces community.</p> <p>A good understanding/experience of the processes in relation to the following systems: Benefit, Education, Health and Social Care, Housing, and Financial Management.</p> <p>Project management experience.</p>

Attributes	Essential criteria	Desirable criteria
	<p>Experience of working collaboratively with a range of people from different backgrounds across organisational boundaries to take forward shared priorities and interests.</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>A good working knowledge of the Armed Forces and their particular needs.</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, including those where English is their second language.</p> <p>Ability to seek, retrieve and collate information from a variety of sources and make judgements.</p> <p>Ability to keep up to date with and explain complex legislation so it can be clearly understood by others.</p> <p>Ability to work in partnership with external agencies to achieve positive outcomes for the Armed Forces Community.</p> <p>Planning and organising own workload.</p> <p>Numerical skills &amp; 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>	

Attributes	Essential criteria	Desirable criteria
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p> <p>An understanding for the need of confidentiality and a non-judgmental approach to service delivery.</p> <p>A strong commitment and understanding of diversity and cultural differences.</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>	