



Job Description and Person Specification

Job details

Job title:	Stronger Communities Officer
Grade:	NNCBAND04: SCP08 - SCP10 (37hrs)
Reports to:	Stronger Communities Team Leader
Responsible for:	The delivery of Stronger Communities services
Directorate and Service area:	Public Health – Communities & Leisure

Purpose of the job

- To build strong partnerships with communities, agencies and services, empowering communities to identify and stimulate community responses to local issues with a particular emphasis on developing community capacity to improve health and wellbeing outcomes and develop their local area into the place they want it to be.
- Gather information, insight and intelligence about local communities.
- To provide project support through action planning and project co-ordination for LAP priorities in conjunction with the Local Area Partnership (LAP) members.

Principal responsibilities

1. To develop and maintain a clear understanding of local community strengths, resources, connections, gaps and opportunities.
2. To assist groups to identify problems and issues which may be resolved by community action and support them in such initiatives.
3. To work collaboratively with communities and community stakeholders to develop creative solutions and implement a delivery plan to build stronger, more resilient, more welcoming and inclusive communities.
4. To ensure that all relevant groups are able to contribute to discussions and action developments in the area.
5. To work in a multi-disciplinary way with other agencies in supporting the community to identify and address issues of relevant LAP thematic(s).
6. To encourage equal opportunity principles and to monitor equal opportunity practice in community and voluntary groups, aiming to increase the involvement of people who are under-represented.
7. To provide the administration and co-ordination of LAP meetings.
8. To support the delivery of LAP projects and action plans.
9. Collecting, interpreting, and reviewing information and support the Stronger Communities Team Leader with reporting on actions and outcomes.

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

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

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	A Level or equivalent.	Degree or Postgraduate qualification in community development.
Experience and Knowledge	<p>Knowledge of the principles and practice of community development and systems change approaches.</p> <p>Knowledge of community organisations and the issues and problems that they face. Able to demonstrate experience of working in NHS, local government or voluntary and community sector cultures and structures.</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>Experience of working without supervision and under pressure.</p>	<p>Experience of delivering multi-agency work including experience of responding successfully to the challenges of joint working, representing a public health or organisational view and experience of leading or chairing a multi-agency group.</p> <p>Knowledge of what constitutes a Wider Determinant to Wellbeing, relevant to the communities of North Northamptonshire.</p>
Ability and Skills	<p>Able to demonstrate understanding of community development and engagement.</p> <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>	

Attributes	Essential criteria	Desirable criteria
	<p>Ability to seek, retrieve and collate information from a variety of sources and make judgements.</p> <p>Ability to work in partnership with external agencies to achieve positive outcomes for vulnerable families.</p> <p>Planning and organising own workload.</p> <p>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>	