# Job Description

**Role Profile**  Community Development Officer

**Service/Team** \_ Community Engagement and Partnerships

**Reports to** \_ Community Development Manager

**Post number** \_ 11069

**Career Grade** \_ Band G

Job overview

The purpose of this role will be to lead on the community development work across a number of communities. Working with the Community Development Manager and other members of the council, this role will be integral to the development, delivery and monitoring of the strength approach within the priority areas using community development approaches. This role will also support the local voluntary sector and other community initiatives to grow by helping them to build capacity and be the link between the voluntary sector, the council and the local community.

**Key Responsibilities**

* Work directly with local residents and community groups to encourage the formation and development of community initiatives within the local area by using strength-based approaches.
* Ensure the community is represented within internal council projects through good stakeholder and community engagement.
* Liaise with local groups, council services and councillors on issues specific to the community.
* Signpost individuals and groups to services in order that they may become better skilled and confident and to encourage the utilisation of available resources from other stakeholders.
* Provide support to residents of all ages to transform ideas into projects and enterprises, which build on strengths, meet needs and aspirations and tackle concerns in the community.
* Work with other public sector stakeholders to support them to transform their working practices to be more effective in engaging and involving the community.
* Contribute as a team member to the work of the Communities team, keeping abreast of new developments and undertake research in order to make recommendations where appropriate to help produce effective results and solutions to performance issues and problems.
* Alongside the Community Development Manager, assist in the development of a community led action plan for the priority area.
* To build trust with local residents and stakeholders and act as a strong advocate for the community within the council.

## Specific Qualifications and Experience

* 3 A levels, NVQ 4, HND or diploma (or equivalent experience)
* Previous experience of locality working
* Ability to analyse data and interpret customer information, highlighting relevant trends or issues to managers in order to support informed decision making
* Good knowledge of ICT including Excel, Word, Outlook and other programmes relevant to the role
* Previous experience in community development (Desirable)
* Previous experience of partnership working (Desirable)
* Previous experience of support the development of new initiatives and projects (Desirable)

## Personal Qualities & Attributes

* High level of resilience
* Seek to resolve any barriers to collaborating with others by communicating openly and challenging unhelpful behaviour
* Attention to detail
* Good listener
* Ability to communicate and engage with a wide range of individuals through both verbal and written communications
* Plan and organise own workload in an environment of regularly changing demands and challenging deadlines
* Calm under pressure
* Encourage and listen to new ideas from everyone and be positive about change

## Job Requirements

* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.