# Job Description

**Role Profile**  Ward Improvement Fund Coordinator

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

**Reports to** \_ Community Initiatives Manager

**Post number** \_

**Career Grade** \_ Band G

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by working alongside local residents, public sector organisations, other voluntary bodies and Ward Councillors to empower the local community to develop projects within their ward, funded by the Ward Improvement Fund.**

**Job Overview**

This role works alongside our communities, key partners and Ward Councillors, to enable each ward to thrive, improving people’s wellbeing, the vibrancy of the community and the physical environment.

Supported by the Community Initiatives Manager, the role actively engages with communities to understand what they care about and support them to play active roles in their community, through the application of the Ward Improvement Fund and other funding opportunities. This role will also support the local voluntary sector and other community initiatives to grow, by helping them to build capacity and being the link between the voluntary sector, the council and the local community.

**Key Responsibilities**

* To empower residents, groups, associations, and Ward Councillors to act together for the common good, through awareness raising of funding opportunities, such as the Ward Improvement Fund.
* Use a range of Community Development and engagement approaches to enable residents to have a voice in their community and in the council.
* Be the single point of contact for Ward Councillors and Communities, to manage and promote the Ward Improvement Fund, ensuring compliance with our Financial Regulations.
* Design and maintain webpages to promote and share information about the Ward Improvement Fund, including where funding has been awarded.
* Provide support to residents, of all ages, to transform ideas into projects and enterprises, which build on strengths, meet needs and aspirations.
* To support the network of existing community groups to grow and be sustainable.
* 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 funding opportunities in order to make recommendations, where appropriate, to help produce effective results and solutions to performance issues and problems.
* To build trust with local residents and stakeholders and act as a strong advocate for the community within the council.

## Specific Qualifications and Experience

* Previous experience in community development or community engagement
* Previous experience of partnership working
* Previous experience of supporting the development of new initiatives and projects
* 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

## Personal Qualities & Attributes

* High level of resilience
* Seek to resolve any barriers to collaborating with others by communicating openly and challenging unhelpful behaviour
* Confident in public speaking
* Good attention to detail to maintain records for audit purposes
* Good listener
* Ability to communicate and engage with a wide range of individuals through both verbal and written communications
* Able to plan and organise own workload, in an environment of regularly changing demands and challenging deadlines
* 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.
* Occasional evening and weekend work will be required.

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