

Role Profile Addendum

Job Title:	Crisis and Resilience Officer
Role Profile Reference Number:	MUL006
Role Profile Title	Engagement Officer II
Directorate	Public Health & Communities
Service area	Communities, Partnerships and Community Safety

Specific responsibilities associated with this position

- Work with a range of partners that together support the delivery of the UK government's new Crisis and Resilience Fund. This includes arranging regular partnership meetings, including administrative duties.
- Initiate, coordinate and deliver new and existing initiatives and projects to help those in immediate crisis as well as building their longer term resilience.
- Project manage a holistic work programme for the Crisis and Resilience Fund
- Work with the Communications team on a plan to raise awareness of support and share information with frontline workers, residents and other stakeholders.
- Support regular reporting and evaluation work, including data, outcomes, and feedback.
- Be able to work independently as well as being an effective team player.

Specific person specification associated with this position.

- Strong interpersonal, communication and organisational skills.
- Recent experience of partnership working.
- Ability to manage multiple demands and the breadth of the work programme effectively.
- Good knowledge and experience of using Microsoft Office systems.