Group:	COMMUNITY AND CHILDREN'S SERVICES
Division:	Public Health, Protection and Community Services
Section:	Community Services
Sub Section:	Community Development Team
Post Title:	Community Co-ordinator - Temporary. Fixed Term
Vision Post Number:	
Grade:	GR9
Responsible to:	Senior Community Development Officer
Posts Reporting to this Post:	None
Team:	Community Development Team
DBS Required Level:	N/A
Location:	Porth/Mountain Ash
Date of Description:	September 2019

JOB DESCRIPTION & PERSON SPECIFICATION

KEY OBJECTIVES

To support community development, ensuring developments align with local identified need, building robust, resilient Communities.

To provide Communities with the support required which will help to bring about social change and improve the quality of life in their local area.

Working with individuals, families, third sector and other public services to empower the community to:

> **• have a real say over how the services they receive are organised and delivered in the community**
> **• identify their assets, needs, opportunities, rights and responsibilities;**
> **• plan what they want to achieve and take appropriate action;**
> **• develop activities and services to generate aspiration, confidence and connectivity.**

SPECIFIC RESPONSIBILITY

Consultation, Communication and Engagement

☐   To proactively promote and engage with communities to establish Community Hubs and Neighbourhood Networks.

☐   To support consultations with communities in relation to developments.

☐   Share information with the relevant Council Service areas, Third Sector Partners, Organisations, Businesses and Community Groups, as directed.

☐   Adopt a co-productive approach with communities, individuals and interested parties, ensuring communication is effective and inclusive.

☐   Work with the community to identify/develop different methods of communication and possible events to enhance the Neighbourhood Network.

☐   Work alongside the Neighbourhood Network Group, to develop effective marketing, advertising and PR of the Community Hub.

☐   Identify and develop the volunteering opportunities within the community.

Support and Guidance

- In order to enhance and develop the Neighbourhood Network/connections, the Community Co-ordinator will initially act as a link between communities and a range of other public services, such as third sector providers, the police, social workers and teachers.

- Provide support to a wide range of with organisations and businesses, aligning this with the development of alternative sustainable service delivery models for services or assets.

- Provide information and process advice to interested parties, who have expressed an interest in becoming part of the developments, or assuming responsibility for Council Asset/s.

- Support the endeavour of the Voluntary Sector, Community Groups, and Community Members by providing timely information and support.

- Build strong relationships with local groups to ensure the Hub caters for their needs and that of the local community ensuring community members have their say Manage the day to day operations of the Hub.

Responding to change

- Work with Senior Council and other Officers and professionals to implement the development of Community Hubs and Neighbourhood Networks.

- Promote equality of opportunity and access in service delivery, as part of the Council's Social inclusion strategy.

- Monitor, and review developments and ensuring developments are in line with identifed and agreed, Stategic and Local need.

Reporting responsibilities

- To ensure reports are received in a timely fashion, respond to issues and risks, highlighting issues, when appropriate.

- Ensure the accuracy of the recording and reporting performance data and provide an analysis in relation to outcomes delivered as part of the Neighbourhood Network or other agreements.

- Contribute to reports for consideration by Community Services and governance reporting partners.

☐ Follow organisational financial procedures, in liaison with the Finance Team.

☐ Following the outcomes in relevant business plans, develop a programme of activities in partnership with key stakeholders.

☐ Record, report and analyse performance data in relation to outcomes. Identify, develop and implement opportunities for growth.

Other

☐ Be accountable for personal performance, through meeting agreed personal targets and through undertaking planned programmes of professional development and appraisal process.

☐ To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

☐ To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

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THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).

PERSON SPECIFICATION

This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
KNOWLEDGE/ EDUCATION	Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills Clear and accurate written and spoken communication skills. Good organisational skills Ability to deliver tasks and work to deadlines	Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website. Appreciation of the challenges of partnership working
EXPERIENCE	Experience of working with and supporting community groups. Experience of partnership working with the public sector Experience of reporting and monitoring project outcomes.	Experience relating to social enterprise and/or community ownership. Experience of working within the Public Sector Experience of working within the Third/Private Sector
COMPETENCIES	**Frontline and Cust. Care Competency Framework**	

Working with Others	Supports other team members when required, particularly new team members.
	Is proactive and persistent about chasing requests when necessary.
	Is tactful, polite and respectful.
Communicating Effectively	**Thinks about and consistently uses the most appropriate form of communication.**
Meeting Customer's Needs	Considers the needs of different groups e.g. children, senior citizens, disabled people.
Demonstrating Technical Ability	Ensures they have collected all the necessary information to move things forward.
Achieving Results	**Is flexible about re-arranging priorities to account for changes and new information.**
Maintaining Safety and Well-being	Anticipates and reports any risks and faults to the correct people quickly.
Demonstrating Professionalism	Is responsible, trustworthy and reliable and takes personal accountability for work.
SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS	