

Epsom & Ewell Borough Council

Role Profile Template

Role Title:	Community Development Officer
Job Family:	Technical (G8)
Service:	Housing and Community
Location:	Town Hall
Reporting To:	Supervisor / Team Leader / Middle Manager / Senior Professional

Role Purpose: <i>Why the role exists and its contribution</i>	<p>To provide effective service delivery of all of the functions of the council's community development service. Engaging with local communities and the voluntary, faith, public and private sector organisations who support and represent them.</p> <p>As a member of the council's team, contribute to the achievement of the Council's corporate vision, behaviours and priorities and the development of the Council's positive high performing culture</p>
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Main Duties and accountabilities

Service Specific	<ul style="list-style-type: none"> • To assist the Community Development Manager in identifying the needs, issues and challenges facing particular sections of the community, and identify projects/initiatives that can meet the need • To collate accurate monitoring information, ensuring all GDPR and data protection regulations are complied with. • To assist in the delivery of projects and initiatives that address the priorities in the Council's Health and Wellbeing Strategy, and Community Recovery Plan To attend meetings with partner organisations, including those within the health and social care sector to represent the Council and work effectively to deliver jointly identified initiatives. • To assist the Community Development manager to undertake engagement and consultation activities, including the planning and delivery and attendance at events. • To liaise with voluntary sector organisations funded by the Council to revise annually, and ensure compliance with Service Level Agreements that deliver maximum impact for the grant funding (and/ or accommodation and facilities) provided. • To prepare information to assist in the monitoring of grant funded voluntary organisations and the annual review and report to
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	<p>Committee.</p> <ul style="list-style-type: none"> • To provide and prepare information to assist the Community Development Manager in the development of new projects and initiatives that require the oversight of the appropriate Committee • To identify external grant funding opportunities available to support the council's community, health and well-being priorities and to assist in the preparation of bids and grant applications. • To liaise with senior officers and Members at Borough and County level regarding the Council's commitment to the Armed Forces Covenant. • To establish a broad network of community representatives and partner organisations to build capacity within those sections of the community requiring support. • To ensure that the Council's website is up-to-date with community, and health and wellbeing initiatives, and that the social media channels are used in the promotion of external partner initiatives as appropriate.
Generic Duties	<p>Delivery</p> <ul style="list-style-type: none"> • Achieves individual targets and objectives to support the delivery of service plans • Provides work statistics to section timescales. • Maintains a good knowledge of service in order to give correct advice to customers. • Deals with enquiries regarding service related matters • Ensures an efficient service is given whilst being polite, courteous and understanding • Complies with the Council's complaints procedure <p>Process</p> <ul style="list-style-type: none"> • Adheres to service related processes and manages workload to deliver services • Constantly review procedures to ensure efficient working • Keeps abreast of changes to service related legislation • Assists in the achievement of any annual Performance Indicators targets / service delivery plan and contributes effectively to My Performance Conversations <p>One Team</p> <ul style="list-style-type: none"> • Communicates in a clear and concise manner

	<ul style="list-style-type: none"> • Liaises with other services across the Council • Liaises with outside bodies where necessary • Contributes to effective teamwork
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The key decision making areas in the role	
<ul style="list-style-type: none"> • Identifying the key issues, challenges and unmet needs of the various communities the Council serves. Identifying and implementing relevant good practice. • Drafting of appropriate bids, grant applications and service level agreements, contributing to policy formulation and review. • Authority to act on behalf of the Council at external meetings within established Council policy. 	
Customers and contacts	
<p>The general public, community representatives, faith and voluntary sector, housing associations, other statutory and non-statutory partners, relevant statutory government bodies and agencies, internal departmental contacts.</p>	

Dimensions of the role	
Financial	Non-financial
<p>Securing/receiving funds for project-based activities and adhering to the Council's financial procedures</p>	<p>Monitoring performance of grant funded Voluntary Sector organisations</p> <p>Developing and sustaining purposeful relationships with external organisations and partners that build the Borough's community assets.</p>

Person Specification

Qualifications and Training	Essential (E) or Desirable (D)	Application	Interview/ Assessment
Qualification in Community Development, Health and Wellbeing or a closely related and relevant subject.	E	X	
Evidence of continuing professional development	E	X	
Knowledge and Experience			
Previous experience in a Community Development or Health and /or Wellbeing related role	E	X	X
Experience of gathering data and assessing community, health and well-being needs.	E	X	X
Knowledge of local government structure and procedures	D	X	
Experience of building and maintaining positive working relationships with partner organisations	E	X	X
Knowledge of successful community engagement techniques, approaches and best practice.	D	X	
Experience of developing and monitoring Service Level Agreements.	D	X	
Experience of working in a multi-partner teams to successfully develop and deliver community, health and well-being initiatives.	E	X	X
Knowledge of effective community engagement and participation techniques.	E	X	X
Experience of working effectively with, and encouraging participation from harder to reach groups	E	X	X
Skills			
Ability to communicate effectively with a range of audiences and through a range of mediums including presenting to large groups facilitating focus groups.	E	X	X
Ability to establish effective working relationships with diverse sections of the community, building trust and mutual respect and understanding	E	X	X
Ability to establish effective working relationships with colleagues within and outside the organisation	E	X	X
Numerate and IT literate with the ability to utilise various systems to collate and monitor a range of information, including monitoring budget spend	E	X	X
Ability to successfully prioritise and manage a number of projects and initiatives with competing demands	E?	X	
Culturally and politically aware and discreet and sensitive	E	X	

Additional Requirements			
No contra-indications in personal background or criminal record indicating unsuitability in this role	E	X	X
Access to a computer at home that is connected to the internet.	E	X	X
Legally entitled to work in the UK.	E	X	X
Ability to work flexibly including the occasional evening and weekends to attend meetings or events including assisting with elections.	E	X	X