**JOB DESCRIPTION**

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| **Post Title:** Community Co-ordinator | | **Director/Service/Sector:** Communities and Business Development, Northumberland Communities Together | | **Office Use** |
| **Grade:** Band 6 | | **Workplace:** Hybrid – County Hall, Home, Lynemouth & Newbiggin | | **JE ref: 4283 HRMS ref:** |
| **Responsible to:** NCT Programme Delivery Lead | | **Date:** 04/01/2023 | **Manager Lever:** |
| **Job Purpose:**  To develop and deliver a local engagement strategy and action plan for the communities in Lynemouth and Newbiggin by the Sea. The role will support the development of a local network of community partners, local agencies and support the local community to work together to improve the community for all its residents by building local capacity tackling health inequality and coordinating local delivery.  Ensure the development of a strong local network of services, co-ordination of activities at an area and neighbourhood level, bringing together partners to address both strategic and local needs and priorities.  Build upon the existing work to develop strong community foundations to assist in the development of a programme of activity delivered from Lynemouth Recreation Ground and other local community assets.  Work with and support local residents to understand the strengths and potential that exists within the community and encourage residents and community partners to work together to fill the gaps in service provision | | | | |
| **Resources** | Staff | None directly but working closely with local partners and community organisers, the Programme Delivery Lead, Locality Co-ordinator, Support Planners and Community Support Officers within Northumberland Communities Together, Health Trainers, Community Link Workers and community leaders | | |
| Finance | | Influence the delivery of national funding programmes provided through Places for People and Department of Levelling Up, Housing and Communities | | |
| Physical | | The postholder will be expected to be highly visible and to work on site and within the local community | | |
| Clients | | Engage with and provide co-ordination and support to other local services, community leaders, the community and voluntary sector | | |
| **Duties and key result areas:**   1. To operate as the single point of for local services and agencies operating in the communities of Lynemouth and Newbiggin by the Sea 2. Develop a programme of engagement with key partners, community organisations and community leaders based out of the Lynemouth Pavilion and across the wider community 3. Coordinate an effective multi-agency place-based team of people working or living in that community from across the public, private and voluntary and community sectors 4. Maintain a directory of key personnel and services providing services and support to the local community 5. Map local assets to help with the effective co-ordination and delivery of services from the most appropriate location 6. To identify, build and enable community capacity with local organisations and people in the local community, encouraging and supporting innovation and local solutions to local problems utilising a strengths-based approach to asset based community development 7. Advise and support the Board of Trustees in all governance related matters regarding the Lynemouth Recreation Ground 8. Proactively manage a calendar of services and community activities, ensuring accuracy and timely communication to partners and residents, hosted within the Lynemouth Pavilion and other local community assets | | | | |

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| 1. Respond to all inquiries and requests in a timely, professional manner 2. Assist with planning and delivery of community events, including but not limited to: weekly activities for local residents, monthly services, Holiday Activities and Food sessions, Library Outreach work, and the development of a programme to improve physical activity and participation 3. Serve as liaison between residents and management of local services, relaying concerns and suggestions for improvements in a prompt and efficient manner 4. Convene regular meetings to update on the developments and findings of the Place Standard Tool 5. Assist in development and implementation of marketing and outreach programs designed to increase participation levels within the Lynemouth Pavilion 6. Connect with and utilise social media accounts and other platforms, such as Frontline Northumberland for community information, creating engaging content that promotes the positive aspects of living in the areas 7. To develop relationships with funders and work with them to seek investment in community resources based on what is learnt from the asset mapping exercise 8. Perform any other duties within the purview of the grade   The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. | |
| **Work Arrangements** | |
| Transport requirements: Working patterns: Working conditions: | Ability to drive would be an advantage as the postholder will be expected to visit and work from multiple sites across the Lynemouth and Newbiggin community and adjacent areas  The postholder will be required to work 37 hours per week, Monday to Friday, 9am – 5pm, the postholder will be expected to work flexibly as the role will require some evening and weekend working  Based within the community where possible with outreach work within the local community and engagement with key partners, as well as some office and home working |

**PERSON SPECIFICATION**

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| **Post Title:** Community Co-ordinator | **Director/Service/Sector:** | Ref:4283 | |
| **Essential** | **Desirable** | | **Assess by** |
| **Knowledge and Qualifications** | | | |
| Knowledge of community development tools, the public involvement and prevention agendas, and asset-based community development work acquired through experience or qualification to degree level or equivalent.  Experience of working effectively and collaboratively in partnership with other agencies, including voluntary and community sectors in a community setting  Excellent communication skills, using a range of formats (written, verbal and non-verbal)  Ability to work on own initiative and be flexible as part of contributing to a team  IT skills including the ability to use software packages e.g. Microsoft office Good administrative and organisational skills. | Relevant Degree  Relevant Health or Social Care Experience  Experience of working with community organisations and/or voluntary groups  Evidence of ongoing personal development | |  |
| **Experience** | | | |
| Managing, developing and maintaining multi-disciplinary cross sector partnerships  Implementing community engagement and community development techniques to ensure residents voices can influence priorities, service delivery and how communities are shaped  Experience of working with local communities and /or their representatives Managing and prioritising a varied workload  Managing projects and programmes Budget management | Experience in a public-facing role, including time in a challenging and complex environment  Experience of delivering successful community engagement and / or implementing community based initiatives / programmes  Experience of working in an asset based community development environment  Experience of working with local ward councillors  Identify and secure resources to support the delivery of community projects | |  |
| **Skills and competencies** | | | |
| The postholder will require the following skills in order to be successful: | An understanding of basic building management responsibilities | |  |

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| **Communication:** Use verbal and written communication to convey ideas and information to others, the ability to engage and connect with a wide and varied range of people  **Interpretation of information and data**: Collate and present local intelligence and data, to help others understand, interpret data and use the information to inform planning and delivery of services  **Leadership:** Use leadership skills to engage, motivate and encourage others to work together and build effective working relationships  **Problem-solving:** Work within a multi agency team including residents to plan and deliver events and programs for the community. Demonstrate the ability solve problems and find solutions that work for everyone  **Time management:** Manage multiple responsibilities and tasks to time , meeting deadlines and competing priorities, prioritise workloads and manage time effectively  **Networking:** Utilise networking skills to build relationships with community stakeholders, including other community organisers, government officials, business owners and potential volunteers. |  |  |
| **Physical, mental and emotional demands** | | |
| Normally works in a seated position with some standing, walking, stretching and lifting.  Regular periods of concentrated mental attention with some pressure from deadlines, interruptions and conflicting demands  Able to operate effectively under pressure and balance conflicting and competing demands |  |  |
| **Other** | | |

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Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits