**Job Profile comprising Job Description and Person Specification**

**Job Description**

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|  **Job Title:** Wandsworth NCIL Project Officer (fixed term until September 2026) | **Grade**: TBC |
| **Section:** Stronger and Safer Communities | **Directorate:** Chief Executive |
| **Responsible to following manager:**Community Funding Manager (Wandsworth NCIL) | **Responsible for following staff:**0 |
| **Post Number/s:**1 | **Last review date:** October 2024 |

**Working for the Richmond & Wandsworth Better Service Partnership**

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

Are you passionate about working with local communities and underrepresented groups?  Would you like to be a part of an organisation, whose diverse workforce are committed to making a positive difference for our residents and visitors by ensuring the quality of our services are maintained to a high standard?  Would you like to join a unique, highly creative, and passionate team focused on working alongside a wide range of communities to bring about positive outcomes in Wandsworth?

If so, the Council’s Stronger and Safer Communities team may have a job for you! It focuses on working with colleagues and communities to help them identify, and then deliver on, local priorities, aspirations, and needs.

Wandsworth Council is an outstanding council serving an outstanding borough. With brilliant, visionary leadership, a dynamic council, and a can-do culture, we’ve built strong partnerships across the borough which have transformed how we serve one of London’s most diverse boroughs.  Wandsworth is the world in one place, full of potential, but a borough hit hard socially and economically by Covid-19. We have stepped up for our residents, voluntary sector and businesses like never before.

This is a well-rounded post, which will involve working with internal teams across the Council and external stakeholders to keep them engaged in the exciting new approach to deliver the Neighbourhood Infrastructure Levy funding across Wandsworth Borough. The post holder will also need to be able to build meaningful relationships, be empathetic, think strategically about community solutions whilst also being outcomes focused, and results driven. We don’t want to simply identify things that can be done to make things better; we want to bring all the right people together to make it a reality.

**Specific Duties and Responsibilities**

* To build meaningful relationships with internal teams and external stakeholders to support with the delivery of projects across Wandsworth Borough and understand their work priorities and how these fit within the NCIL programme and community feedback.
* To support with project management and administration of the NCIL programme and work with colleagues to keep them invested and engaged.
* To support and promote the Leader’s Community Drop-in programmes in communities, specifically to underrepresented groups and to enable community representatives to engage with the Council and elected members.
* To work with internal teams and external agencies/groups to deliver place-based projects and support the community engagement officers to deliver a new *community solutions and community engagement* approach.
* To support the Community Funding Manager to manage the wider programme. Liaising with internal teams on ideas that are being fed through from the community, working on communication messages and supporting with administrative tasks.
* To work with internal teams, partners, residents, businesses and voluntary and community groups with delivery of NCIL funded projects.
* To understand any potential challenges or blockages that might affect the delivery of NCIL funded projects and work with colleagues and/or external stakeholders to unblock them.
* To work with colleagues and external stakeholders to project manage, plan, deliver and monitor and evaluate NCIL funded projects.
* To produce highlight reports and various other project documentation for NCIL funded projects.
* To ensure NCIL funded projects have clear delivery plans and get delivered to time and budget.
* To escalate any risks or issues to the Community Funding Manager.
* To hold and chair meetings to track project progress.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
* To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
* The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

**Team structure**

**Person Specification**

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| **Section:** Stronger and Safer Communities | **Directorate:** Chief Executive |
| **Responsible to:**Community Funding Manager (NCIL) | **Responsible for:**0 |
| **Post Number/s:**1 | **Last Review Date:** October 2024 |

**Our Values**

**THINK BIGGER**

**EMBRACE DIFFERENCE**

**CONNECT BETTER**

**LEAD BY EXAMPLE**

**PUT PEOPLE FIRST**

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](https://www.richmond.gov.uk/media/afdbdeao/five_values.pdf) as they are an integral part of our recruitment and selection process.

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| **Person Specification Requirements** | **Assessed by** **A/I/T/C** **(see below for explanation)** |
| **Knowledge** | **Essential** | **Desirable** | **Assessed** |
| Knowledge of local government structures and role of local ward councillors | **x** |  | **A/I** |
| Knowledge of project management | **x** |  | **A/I** |
| Knowledge of NCIL is and/or community investment programmes or something similar |  | **x** | **A/I** |
| **Experience** | **Essential** | **Desirable** | **Assessed** |
| Managing and building strong relationships with colleagues, partners, residents and external stakeholders. | **x** |  | **A/I** |
| Experience in managing and delivering projects using known project management methodology, presenting project updates and producing various project documentation. | **x** |  | **A/I** |
| Experience in communicating effectively and sensitively in oral and written form to a wide range of individuals and organisations.  | **x** |  | **A/I** |
| Experience in holding and chairing meetings. | **x** |  | **A/I** |
| **Skills** | **Essential** | **Desirable** | **Assessed** |
| Proven organisational and time management skills. | **x** |  | **A/I** |
| Ability to organise and prioritise own workload, to work under pressure and meet deadlines. | **x** |  | **A/I/T** |
| Ability to handle confidential or sensitive information, together with an understanding of data protection requirements. | **x** |  | **A/I** |
| Good working knowledge of using standard IT packages including Microsoft packages. |  | **x** | **A/I** |
| Good working knowledge of project management principles, ability to lead on projects and produce documentation.  | **x** |  | **A/I/T** |
| Ability to create and maintain positive working relationships internally and externally. | **x** |  | **A/I/T** |
| Ability to deliver high impact verbal and written presentations and hold meetings with a range of stakeholders including Councillors, senior members of staff, residents and volunteers. |  | **x** | **A/I/T** |
| Able to understand challenges and blockages to project delivery and working with others to overcome them. | **x** |  | **A/I/T** |
| Ability to work within a political environment. |  | **x** | **A/I** |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** |
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**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**