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

**Job Description**

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|  **Job Title:** Senior Project Officer  | **Grade**: PO4 (One-year fixed term contract) |
| **Section:** Community and Partnerships, Customers and Partnerships | **Directorate:** Chief Executive’s Directorate |
| **Responsible to following manager:**Community Engagement Manager | **Responsible for following staff:**Not applicable |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement (SSA) between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement 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.

The Shared Staffing Arrangement 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**

This role presents a unique opportunity for a well-organised, highly motivated project officer or manager who is passionate about delivering high quality community projects and initiatives. With a 'can-do' attitude, you will be able to take the initiative and be creative in problem solving and project delivery

**Specific Duties and Responsibilities**

* Develop and co-ordinate the programme of Wandsworth Local Fund projects across the borough to ensure delivery of existing projects and new projects as funding is granted to meet local and council priorities
* Organise and facilitate community involvement activities with Wandsworth as part of Council led and community led place-based initiatives and be implanting the new NCIL process and strategy, specifically the relaunch of NCIL early 2021.
* Act as a channel of information between the residents, Council service areas, partner organisations, community and amenity groups, businesses and other local stakeholders
* Support the embedding of mechanisms to help those who live and work in Wandsworth to shape and input into plans for the borough, influence the offer from statutory and non-statutory partners and be involved in the delivery of local priorities

**To manage projects for the Community and Partnerships team:**

* To develop the Wandsworth Local Fund programme
	+ Ensuring workable relationships with Council and partner organisations such as Enable to ensure projects are delivered on time and to budget
	+ Enabling and facilitating progress on projects, for example liaising with applicants for the Wandsworth Local Fund
	+ To lead on the production of the Wandsworth Local Fund reports for Overview and Scrutiny Committee and Directors Board
* To work with senior officers and Members (including ward members) to ensure that there is regular information and communication on Wandsworth Local Fund and how it is spent, including maintaining the content on the Council webpages, guidance documents and application forms.
* To co-ordinate and develop Let’s Talk as a core engagement mechanism, planning and managing meetings working alongside the Community Engagement Manager
* To undertake ad-hoc community engagement projects for the Assistant Chief Executive, Head of Community and Partnerships, Community Engagement Manager and other senior officers.
* To support the development of community capacity, ownership of place, and facilitate delivery of community led projects and initiatives across the borough, including facilitating use of Council assets, e.g. Cromwell House
* To work with all service areas across both Councils, representatives from community groups, and partner organisations on projects and initiatives and ensure there is joined up working and prevent fragmentation and duplication of involvement and participation projects.
* To work across all service areas to review, publicise and stimulate new and existing projects for people who live and work in the borough
* To evaluate and report on the progress of involvement and participation project activity in the borough, identifying lessons learnt, so that the future approach can be adjusted.

**Stakeholder Engagement**

* To identify and manage stakeholder relationships and build, maintain and use internal and external networks to deliver involvement and participation projects
* To identify and use various and innovative opportunities for people to get involved, including working with colleagues on activities to promote health and wellbeing, a safe and green environment for all.
* To work alongside Wandsworth Council’s Communications team and the Consultation Team organise events, design and distribute publicity materials as required.
* To build capacity in neighbourhoods where there is a lack of awareness Wandsworth Local Fund and mobilise stakeholders to make an application if funds are available in their neighbourhood

**Involvement and participation**

* To co-ordinate involvement and participation projects, ensuring services are tailored for individual local area needs whilst delivering a coherent approach across the Borough as a whole;
* Identifying and promoting opportunities for local people who want to get involved in activities in their area.
* Working across the Council to understand what Council activity is being undertaken or planned in the local areas. This should include the Environment Directorate, Housing and Regeneration Directorate (in particular Housing Management), Chief Executive Directorate (in particular Community Safety and Public Health).
* To organise project activity and consultation in line with the Council’s priorities

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, 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 role within the council.
* The SSA will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

* The postholder will be required to work flexibly from Council offices onsite e.g. Cromwell House, and Wandsworth Town Hall.
* Evening and weekend working will be required.

**Person Specification**

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|  **Job Title:** Senior Community Engagement Officer | **Grade**: PO4 |
| **Section:** Community and Partnerships, Customer and Partnerships | **Directorate:** Chief Executive Directorate |
| **Responsible to:**Community Engagement Manager | **Responsible for:** Not applicable |
| **Post Number/s:** To be advised | **Last Review Date:** November 2018 |

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular –

* taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work
* continuously seeking better value for money and improved outcomes at lower cost
* focusing on residents and service users, and ensuring they receive the highest standards of service provision
* taking a team approach that values collaboration and partnership working.

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| **Person Specification Requirements** | **Assessed by** **A**  **&**  **I/ T/ C (see below for explanation)** |
| **Experience** |
| Experience of delivering community engagement, involvement and capacity building projects in a local authority or housing association | A/I |
| Experience of developing multi-agency partnerships, working in a politically sensitive environment and financial management | A/I |
| Negotiating, influencing and building constructive relationships with a wide range of key stakeholders including members of the public, localorganisations (e.g. Residents Associations), colleagues and elected members | A/I |
| Project planning within a community engagement context to deliver agreed outcomes to demanding timescales | A/I |
| Working successfully with community or voluntary organisations or residents’ groups to build community capacity | A/I |
| Understanding and experience of using the internet, websites and socialmedia as communications tools | A/I |
| Understanding of the strategic aims of the Council and the ability toexercise good judgement in promoting them | A/I |
| **Skills and Knowledge**  |
| Extensive knowledge of current issues affecting local government and an understanding of grant making, commissioning, governance and community engagement | A/I |
| Energy, enthusiasm and commitment to helping individuals andcommunities take action to improve their local areas | A/I |
| Ability to communicate effectively orally and in writing to a wide variety of colleagues and work cooperatively with colleagues, outside agencies, Members, senior managers, community groups and organisations and the public | A/I |
| An ability to analyse information and to compose easilyunderstood briefings, presenting findings clearly and succinctly | A/I |
| An understanding of the different forms of consultation and participationwith the public and other agencies and how these can shape decision making | A/I |
| An ability to demonstrate how diversity and equal opportunities may beresponded to and promoted | A/I |
| Knowledge of and an ability to use presentation, word processing and electronic mail applications. | A/I |
| **Qualifications**  |
| Not applicable |  n/a |

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**