



Role Profile

This section provides key information relating to the role

Job Title:	Community Development Officer		
Post No:	RP0170	Grade:	G
Team:	Community Development	Location:	Community and Housing
Responsible to:	Community Development Manager		

Overall job purpose:

To use data to analyse need within local communities and reach out and engage with local organisations, community leaders, networks and groups representing disadvantaged communities in the borough with a view to improve access and engagement.

To be the key contact for local charities and to develop a strategic framework and Voluntary Sector Compact, setting out how the council will engage with and maximise the benefits of working in partnership with the voluntary and charitable sectors, leading on the delivery of the council's community grants programme.

To work in partnership with other relevant teams to deliver the council's Community Engagement Strategy and Action Plan identifying and removing barriers especially from underrepresented groups.

Key areas of focus:

1.	Proactively engage with community leaders and build links with local organisations such as Communities First and the Community Inclusion Partnership mapping local communities and identifying gaps of provision.
2.	Coordinate and lead on the community grants application process dealing with queries and preparing papers for the Grants Board to consider.
3.	Administer the one Welwyn Hatfield Community Lottery and support organisations to become good causes.
4.	Leading on operational matters coming from the District Liaison Group and developing outreach initiatives linked to national and regional strategies to assist local residents.
5.	Using available data to identify those areas of the borough that are most disadvantaged and seek resources/funding to help support engagement to deliver achievable positive outcomes for those communities.

6.	Develop an Action Plan and lead on operational matters for the Community Inclusion Partnership progressing project work and initiatives on issues such as Digital Exclusion, Social Isolation, access to work for vulnerable residents.
7.	To lead the development and management of the Welwyn Hatfield Youth Council, including their communication strategy, campaigns and social media outlets to ensure they are an effective and sustainable body. To work and manage a very diverse group of young people, some of whom will be vulnerable.
8.	To represent the Borough Council on relevant partnership groups linked to the community development, sport and health and wellbeing
9.	Responsible for organising and running special events and promotions, taking responsibility for the risk assessment and any licensing and environmental health assessments including but not limited to Big Summer, This Girl Can, Hatfield Community Fair.
10.	Responsible for the management and delivery of the Council's key community projects. This includes the budget setting and budget management.
11.	To monitor performance against relevant aims and targets, reporting risks and suggestions for service improvements to the line manager.
12.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.
13.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
14.	Any other duties that are commensurate with the level and grade of this post.

Role Requirements

The following outlines the criteria for this post.

Criteria	Essential	Desirable	Assessment Criteria
Qualifications and experience			
Educated to A level or equivalent qualification and/or experience	x		AP
Excellent level of written and verbal communication skills, the ability to communicate effectively with a range of audiences and to produce written documents to a high standard	x		AP/AS

Working within or among successful cross-sector partnerships		x	AP
Experience in developing and delivering multi-agency projects applying sound project management.	x		AP/IN
Knowledge			
Ability to understand legal documents, legislation, guidance and case law	x		AS/IN
A grounding in analytical and statistical techniques		x	AP
Understanding of the complications and opportunities of organisations working jointly as partners.	x		IN
High level of IT literacy. Confident in use of Word, Excel and Outlook and other systems relevant to the role. Able to learn new systems effectively.	x		AS
Skills and abilities			
Aptitude for motivating, engaging and negotiating with partners, both in group settings and individually.	x		AP
Able to identify and develop creative solutions to complex or difficult problems.	x		IN
Able to analyse and interpret complex data and draw out relevant findings.	x		AS
Proven interpersonal skills, effective in communicating in various forms with different audiences.	x		IN
At ease and successful in interacting and networking. Able to lead, inspire and direct teams, individuals, including volunteers or external partners.	x		AP/IN
Ability to bring together diverse and sometimes conflicting interests to agree and achieve results.	x		IN
Excellent level of written and verbal communication skills, the ability to communicate effectively with a range of audiences and to produce written documents to a high standard.	x		AS/IN
Proven organisational and administrative skills, able to multi-task, prioritise and manage time productively working to deadlines.	x		AS/IN
Other attributes			
Ability to drive and access to transport	x		AP

Demonstrate understanding of protecting data and privacy.	x		IN
Demonstrate knowledge and understanding of equality and diversity and be able to apply it to your role.	x		IN

**Assessment Criteria:
(AP) Application, (AS) Assessment, (IN) Interview**

Our Values and Behaviours



Our CORE values are key to delivering our vision, plans and strategies.

Collaborative	Open	Responsible	Excellent
We work together to get things done	We behave with integrity & fairness	We take responsibility for our actions and decisions	We perform at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.