

PART 2 - Role Profile



Role Profile

Job Title: Local Community Planning Support Officer			
Reference No:	A4394		
Service:	Communities and Neighbourhoods		
Job Family:	Para Professional 3	Grade:	FC6

Purpose
To support the implementation of the local community plan in communities by managing funding, coordinating and assisting with projects and creating and maintaining relationships between external community stakeholders and Fife Council. The role involves delivering services, maintaining accountability, and empowering communities through guidance, reporting, and collaboration with internal teams and external stakeholders to meet local area priorities.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Undertake monitoring of budget spend for a variety of funds, trusts and budgets that are held within the area of service. Create and maintain monitoring documentation in line with Audit Scotland requirements	HNC or equivalent in a relevant discipline (e.g. Community Development, Accountancy, Business Management)	✓	
Update the Local Community Planning documentation as well as other action plans in conjunction with the Community Development Manager and the Community Manager.	Extensive work-based experience dealing with budgets, funding applications, community stakeholders or have a financial recording and accounting background.	✓	
Assist a variety of council services by participating in quality improvement tasks required for the development of strategic policies relating to funding administered at area level.	Knowledge of community planning structures and understanding of community planning Ability to negotiate with suppliers and Council services to ensure delivery of service.	✓	
Prepare monitoring reports as required, which highlight under spend/overspend issues, and adherence to the objectives of the local community plan.	Ability to deal with financial information and budgeting matters and will be expected to use a range of IT systems.	✓	

Provide expert support and guidance in the development, application, and implementation of local policies and legislation related to a variety of distinct grants, budgets, and funding streams. Assist the public, community stakeholders Community Development Managers and Community Managers in navigating processes to ensure effective access and utilisation of available financial resources. Process and evaluate funding applications that address local priorities as part of a local community planning approach. Understand, interpret and advise on specific legislation and policy guidelines for the administration, allocation and financial record keeping of council budgets as well as funds and trusts administered by the local authority. Assisting with the deployment of a range of audits, quality assurance and investigations to ensure accuracy of associated information.	Ability to interpret and give practical advice on Fife Council's financial policies and procedures Knowledge of statutory and regulatory legislation frameworks Update the local community planning documentation Ability to produce monitoring reports as required	✓ ✓ ✓ ✓	
Creating, developing, implementing and maintaining efficient office systems and procedures Processing and recording of financial transactions, to both internal and external community stakeholders, services and organisations. This can include banking, invoicing and assisting with the requisitioning and purchasing, receipting of goods and services in line with financial policies and procedures. Responsibility for accounting and auditing of substantial sums of money and maintaining financial resource systems, including ordering, receipting, resolving queries, running reports, journals and general financial housekeeping at the end of each financial period.	Knowledge and experience of using Office 365 applications Knowledge and experience of using the Oracle Cloud and case management systems Time management skills Experience in budgeting and financial procedures with good numerical skills	✓ ✓ ✓ ✓	✓
Research, gather and present detailed information that supports the	Customer service skills, Communication skills, both oral and written, Relationship building skills.	✓	

local community planning approach taken in an area, and provide that information to Fife council employees, managers, partners, local groups, elected members and members of the public. Develop and maintain an information resource and systems for the dissemination of information on local and national issues. To assist the Community Development Manager in the co-ordination and preparation of bids for external funding by consulting with funders, researching information, sourcing costs and assisting with procurement. To assist external groups in the preparation of bids for funding by completing research and helping with application forms. Record and monitor contacts by updating databases/contact lists/ mailing lists as required. Assist local project teams in implementing specific aspects of the local community planning and anti-poverty approaches for the area. Support local groups as required to deliver projects. Provide support to project teams and team leaders as necessary.	Experience of present detailed information to a range of groups, including management committees and elected members. Experience in preparing funding applications. Ability to work to deadlines. Organisational skills. Confidential approach to work Understanding of social inclusion/regeneration issues/anti-poverty priorities.	✓ ✓ ✓ ✓ ✓	✓
To act as a focal point for communications, through engagement with the local community and to assist the Community Development Manager and the Community Manager to ensure good communication links in furtherance of the local community planning approach. Service a range of local meetings, including the distribution of agendas, Note-taking and preparation of minutes. Prepare and issue regular information and publicity on the activities being undertaken in the area, including press releases. Collate, produce, edit and issue promotional material.	Ability to communicate effectively either written or verbal to a range of stakeholders Ability to deal with enquiries efficiently and appropriately Ability to carry out tasks with accuracy Good organisational skills and ability Ability work to deadlines and with accuracy	✓ ✓ ✓ ✓ ✓	

Deal with daily enquiries from a variety of sources including the general public, elected members, local community groups as well as internal and external partners. Hold membership of partnership and local project groups, attending their meetings, as representatives of the Council and the local community planning approach. Take responsibility for the development, content and maintenance of a website to host local information, and the utilisation of other social media as required Manage the administrative function of local community planning including initiating systems and procedures to improve efficiency and effectiveness. Respond to requests for help, advice and support on procedures and processes by local groups. To service appropriate local meetings as well as partnership, strategy meetings and management meetings as required, this will include the preparation and distribution of agendas and papers, taking minutes and progressing follow up action. Prepare and produce a variety of documents including reports, minutes and letters, funding applications, publicity and information material using appropriate IT packages and systems. Organise events, including seminars and conferences. This would include arranging venues, organising speakers, drafting, producing and distributing publicity and event documentation, managing registration and on the day arrangements etc. In addition, it often includes active participation in the event itself.	Experience of using social media Awareness of the political context and understanding of public accountability principles within a public sector setting Ability to work in an administrative/organisational capacity and be able to prepare and produce a variety of documents and information/publicity using appropriate IT packages and systems. Experience of minute taking. Practical experience of data gathering, analysis and presentation. Ability to interrogate systems, identify anomalies and provide a regular and effective service	✓ ✓ ✓ ✓ ✓ ✓	
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In the absence of the Community Development Manager and or Community Manager, deal with various enquiries.	Ability to use own initiative, dealing independently with a variety of tasks and individuals.	✓	
In the absence of the Community Development Manager and or Community Manager, liaise with other partners and with funding organisations and potential funders as appropriate.	Ability to provide regular and effective service	✓	
Attend partnership and strategy meetings in the absence of the Community Development Manager, giving appropriate updates and advising on local community planning issues.			
Undertake any other duties appropriate to the post.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Job Title (Specialists Tasks)			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
- Skills Framework (if applicable) How we work matters	Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values. Please refer to How We Work Matters Guidance to learn more.