



# Role Profile

Local Community Planning Support Officer			
Reference No.	I447.01	Type	Individual
Service	Communities and Neighbourhoods		
Job Family	Para Professional 3	Grade	FC5

Purpose
To assist the Community Development Manager, and as required the Community Manager, to support the development and implementation of initiatives and projects, that address local priorities as part of a local community planning approach.

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
<p>Undertake monitoring of budget spend on local projects and update relevant documentation as required.</p> <p>Update the Local Community Planning documentation as well as other action plans in conjunction with the Community Development Manager.</p> <p>Prepare monitoring reports as required, which highlight under spend/overspend issues, and adherence to the objectives of the local community plan.</p>	<p>5 Standard Grades at level 3 or above including English &amp; Maths (or equivalent)</p> <p>HNC or equivalent in a relevant discipline (e.g. Community Development)</p> <p>Ability to deal with financial information and budgeting matters and will be expected to use a range of IT systems. Experience of Budgeting and financial procedures is essential.</p> <p>Monitor budget spend on local project delivery. Update the local community planning documentation. Preparation of monitoring reports as required.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

E = Essential Criteria    D = Desirable Criteria

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	Knowledge and experience of using 'ERP' system.		✓
<p>Research, gather and present detailed information that supports the local community planning approach taken in an area, and provide that information To managers, partners, local groups, elected members and members of the public.</p> <p>Develop and maintain an information resource and systems for the dissemination of information on local and national issues.</p> <p>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.</p> <p>To assist external groups in the preparation of bids for funding by completing research and helping with application forms.</p> <p>Record and monitor contacts by updating databases/contact lists/ mailing lists as required.</p>	<p>Gather and present detailed information to a range of groups including managements committees and elected members.</p> <p>Experience of preparation of funding applications.</p>	✓	✓
<p>Assist local project teams to implement specific aspects of the local community planning approach for the area.</p> <p>Support local groups as required to deliver projects.</p> <p>Provide support to project teams and team leaders as necessary.</p> <p>Undertake any other duties appropriate to the post.</p>	<p>Understanding of social inclusion/regeneration issues. (Focus on Customers – See How we work matters Framework)</p>	✓	

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<p>To act as a focal point for communications, through engagement with the local community and to assist the Community Development Manager to ensure good communication links in furtherance of the local community planning approach.</p> <p>Service a range of local meetings including the distribution of agendas, note taking, and preparation of minutes.</p> <p>Prepare and issue regular information and publicity on the activities being undertaken in the area, including press releases.</p> <p>Collate, produce, edit and issue promotional material.</p> <p>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.</p> <p>Hold membership of partnership and local project groups, attending their meetings, as representative of the Council and the local community planning approach.</p> <p>Take responsibility for the development, content and maintenance of a website to host local information, and the utilisation of other social media as required.</p>	<p>Ability to communicate effectively either written or verbal to a range of stakeholders (Work Together)</p> <p>Ability to deal with enquiries efficiently and appropriately</p> <p>Ability to carry out tasks with accuracy</p> <p>Good organisational skills and ability (Take Ownership)</p> <p>Ability work to deadlines and with accuracy (Deliver Results)</p> <p>Experience of using social media (Embrace Technology &amp; Information)</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p></p> <p></p> <p>✓</p>
<p>Manage the administrative function of local community planning including initiating systems and procedures to improve efficiency and effectiveness.</p> <p>Respond to requests for help, advice and support on procedures and processes by local groups.</p> <p>To service appropriate local meetings as well as partnership, strategy meetings and management meetings as required, this will include the</p>	<p>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.</p> <p>Experience of minute taking.</p>	<p>✓</p> <p>✓</p>	<p></p> <p></p>

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<p>preparation and distribution of agendas and papers, taking minutes and progressing follow up action.</p> <p>Prepare and produce a variety of documents including reports, minutes and letters, funding applications, publicity and information material using appropriate IT packages and systems.</p> <p>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.</p>			
<p>In the absence of the Community Development Manager, deal with various enquiries.</p> <p>In the absence of the Community Development Manager, liaise with other partners and with funding organisations and potential funders as appropriate.</p> <p>Attend partnership and strategy meetings in the absence of the Community Development Manager, giving appropriate updates and advising on local community planning issues.</p> <p>Attend meetings outside normal working hours.</p>	<p>Ability to use own initiative, dealing independently with a variety of tasks and individuals.</p> <p>Ability to provide regular and effective service</p>	<p>✓</p> <p>✓</p>	
<p>Undertaking all other duties as required for the role. Duties will be in line with the grade.</p>			

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

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**Additional Information** – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

**Expected Behaviours** – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results