



# Role Profile

COMMUNITY RESOURCES CO-ORDINATOR			
Reference No.	I515.02	Type	Individual
Service	Communities & Neighbourhoods		
Job Family	Para-Professional 5	Grade	FC7

Purpose
Responsible for the day to day management of Community Resources facilities within a defined geographic area, ensuring they are fit for purpose and operated efficiently and effectively. Assisting the management team with budget preparation for Community Resources facilities in a designated area.

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
Managing area facilities within allocated budget and monitor income and expenditure in each facility including staff costs, building maintenance, equipment, cleaning materials, café stocks, and minor equipment items, taking appropriate action where unfavourable variances arise and propose solutions or report to management as appropriate.	<p>Educated to SCQF level 8, which includes HND or SVQ level 4 or equivalent in a relevant subject or significant experience in a relevant field</p> <p>Significant experience in the field of Community Learning and Development (Deliver results ) – See 'How We Work Matters' Framework</p> <p>Budget management skills</p> <p>Ability to provide a regular and effective service</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility		<b>E</b>	<b>D</b>
Ensuring regular inspections and management audits are carried out, including fire risk assessment, public entertainment, and health and safety, checking level of performance and compliance against various standards required.	Knowledge of Corporate values, objectives and Service standards.			✓
Implementing, managing and maintaining approved management information systems, ensuring appropriate operating systems and procedures are understood, implemented and monitored by staff responsible.	IT skills (Embrace technology and information)  Analytical skills		✓  ✓	
Coordinating and dealing with emergency situations within in accordance with agreed procedures.	Initiative taking skills (Take ownership)		✓	
Identifying planned maintenance and capital programming needs, monitoring costs including and advising the management team accordingly.	Experience of partnership working			✓
Ensuring approved financial management systems, including imprest and banking procedures, are in place, understood and properly used by all staff.	Organisational skills		✓	
Agreeing, verifying and approving overtime and travel claims for staff, ensuring that all claims have been based on programme requirements.				
Undertake cash handling and banking responsibilities in accordance with Fife Council Financial Regulations and Approval Standards.				
Reviewing operational management costs (e.g. waste management, health and wellbeing provision, ground maintenance, pest control) and assisting the management team in the preparation of reports or tenders relating to the procurement of supplies and services.	Project management skills (Focus on customers)  Prioritisation skills		✓  ✓	
Assisting the management team to address strategic and operational requirements.	Experience of managing change.		✓	
Collating and presenting relevant data in order to develop options for customers and stakeholders within overall Council objectives.	Interpersonal skills  Negotiating skills		✓  ✓	

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Contributing to the production and preparation of business plans and project proposals in conjunction with management team.	Influencing skills	✓	
Contributing to the production of regular briefings for staff, elected members, stakeholders and other parties to ensure that developments are adequately communicated and understood including drafting and submitting of appropriate reports.	Communication skills	✓	
Ensuring policies, procedures and systems are in place including quality controls, security and key holders, booking procedures, health and safety requirements, property maintenance records, and caretaking and cleaning rotas.	Presentation skills	✓	
Gathering, collating and maintaining information for performance indicators.	Performance management skills	✓	
Identifying current and anticipating medium/long range trends and priorities including planned major works, security arrangements, and training needs.			
Undertaking regular and random management audits and inspections across a geographic cluster to check level of performance and compliance against required standards, legislative requirements, team targets and operational needs.	Experience of difficult political situations	✓	
Establishing and maintaining positive employee relations, ensuring staff are motivated, supervised, trained and have development opportunities in accordance with policies and procedures.	Team working skills (Work together)	✓	
Undertaking attendance management policies and assisting with recruitment and contribution management procedures.	Delegation skills	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.	Supervisory skills	✓	
	Leadership skills		✓
	Experience of developing staff		✓

# Role Profile

**Additional tasks or responsibilities** – this is a generic role, however this particular job may also require you to undertake the following:

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
---	---	----------	----------

**Job Title of Specialist tasks**


**Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required**

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 type="checkbox"/>
	Basic Disclosure <input checked="" type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

**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