

LEAD OFFICER – COMMUNITY USE

Reference No.	A4516	Type	Generic
Service	Communities & Neighbourhoods		
Job Family	Para Professional 5	Grade	FC7

Purpose

To support the Communities and Neighbourhoods Service, in particular Local Community Plan priorities and assisting the Area CUS Team Manager in the planning and delivery of area leisure, recreational and learning programmes which meet identified needs in the local community. To provide day to day management of area Community Use facilities and teams within defined geographic area, ensuring they are fit for purpose and operated efficiently and effectively.

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 Community Use facilities within allocated budget and monitor income and expenditure in each facility including staff costs, building maintenance, PPP costs, cleaning costs, ground maintenance, waste management, energy management, cleaning materials, café stocks, and minor equipment items, taking appropriate action where required and propose solutions or report to management as appropriate.	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	✓	
Liaising directly with Community Use Team Manager to develop and deliver a balanced programme of learning (in line with local planning priorities) and provide operational management for area Community Use staff.	Educated to SCQF level 9, which includes a Degree or equivalent		✓
	Significant experience in the field of Community Learning and Development (Deliver Results – See ‘How We Work Matters’ Framework)	✓	

Role Profile

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	Ability to provide a regular and effective service Interpersonal skills	 ✓	✓
Ensuring good communication with area Community Use, Education, Facilities Management and other department staff to facilitate integration of provision: effective use of facilities and resources, delivery of programme and compliance with Council policies e.g. fire risk assessment, H&S, public entertainment, performance and compliance - as directed by CU Team Manager.	Experience of education, community learning, sports, recreation or related field Knowledge of Corporate values, objectives and Service standards Communication skills Team working skills (Work Together)	✓ ✓ 	 ✓
Providing support and supervision to area Community Use staff as required to ensure smooth operation of facilities and ensure that Project plans, Business plans, Health & Safety, MIS, operating procedures, training requirements, emergency procedures and rest centre procedures are communicated to and implemented by all staff.	Experience of managing and supervising staff Leadership skills Facilities Management experience IT skills (Embrace Technology & Information) Analytical skills	✓ ✓ ✓ 	 ✓ ✓
Engaging with local organisations, management committees and other Council Services to develop partnership working to enhance programme delivery and to reach target groups while ensuring that the Council's and service policies and procedures are implemented. Support Local Community Planning priorities. Engaging with customers to ensure that programmes are designed to meet customer expectation and reflect local need	Experience of partnership work Initiative taking skills (Take Ownership) Experience of partnership working	✓ ✓ 	 ✓

Role Profile

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Assisting in the development and implementation of operational targets and performance indicators (gather, collate and maintain records - Pentana) for all aspects of CU and ensure appropriate links to Service and Council strategic and operational plans. Undertake a lead role in CU development themes (Learning Programmes, MIS/QA, Marketing, Compliance and Training/Health & Safety). Undertaking quality assurance with user groups and monitor CU outputs and outcomes.	Knowledge and understanding of learning outcomes Willingness to undertake further relevant training and/or qualification Organisational skills Prioritisation skills	✓ ✓ ✓ ✓	
Ensuring approved cash handling and financial management systems, including imprest and banking procedures, are in place, understood and properly used by all staff. Agreeing, verifying and approving overtime and travel claims for staff, ensuring that all claims have been based on programme requirements.	Budget management skills	✓	
Identifying planned maintenance, capital programming needs, ad-hoc maintenance / repair requirements, monitoring costs including and advising the management team accordingly. Co-ordinating the works with the relevant teams and operation of the relevant MIS systems.	Project management skills Negotiating skills	✓	✓
Contributing to the development of Local Community Planning and Community Learning & Development Fife wide, actively participating in working groups (Area Teams, Youth Work, Adult Learning, and Capacity Building) and development days as appropriate. Contributing to the achievement of Health & Wellbeing targets through work with Active Fife and National Sports governing bodies.	Experience of Partnership work Experience of and ability to work co-operatively as part of a team (Focus on Customers) Knowledge of Health & Wellbeing Agenda	✓ ✓	✓
Ensuring agreed policies, procedures and systems are in place including use of facilities, IT systems, quality controls, security and key holders, booking procedures, health and safety requirements, property maintenance records, and staff rotas.	Influencing skills		✓

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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.	Experience of difficult political situations Presentation skills		✓ ✓
Undertaking regular and random management audits and inspections across the area to check level of performance and compliance against required standards, legislative requirements, team targets and operational needs.	Delegation skills	✓	
Establishing and maintaining positive employee relations, ensuring staff are motivated, supervised, trained and have development opportunities in accordance with policies and procedures.	Supervisory skills Experience of developing staff	✓	✓
Undertaking attendance management policies and leading with recruitment and contribution management procedures.			

Role Profile

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

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Range %	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
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JOB TITLE (of Specialist tasks) LEAD OFFICER – COMMUNITY USE (Cycle Park)

Delivery of educational and tuition based activities with customers accessing the Cycle Park.		UKCC Level 2 Cycling UKCC Triathlon Level 1, SCQF Level 5 Bikeability Instructor Training Any other cycling related qualifications	✓	✓
Routine and emergency cycle repairs and maintenance.		Bike Maintenance – Velotech Gold	✓	

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

- 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