

Job Description and Person Specification



Job Description

Job Title	Community Resilience Lead Officer
Grade	7
Service	Public Health
Reports to	Service Manager Community Resilience and Engagement
Location	City wide
Job Evaluation Code	D2835D



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role

To lead, on behalf of the council, on the delivery of community resilience city-wide, focusing on the following three key components:

- the support to community organisations who support people within the city
- the identification of funding opportunities and generating funding income from external funding organisations, geared towards the public, voluntary and community sectors
- championing volunteers as a core part of future service/support delivery and advising/working with service leads and managers to ensure that volunteers are recruited, retained and valued.

Main Duties & Key Accountabilities

- To support senior officers with initiative where the community and voluntary sector work alongside public services
- To act as an expert, champion and critical friend for all matters concerning working with community/voluntary sector – including the city-wide transfer of services, buildings and assets
- To provide technical support and advice on volunteering to Council Officers, elected members, relevant programme boards and local organisations.
- To lead on large scale funding bids which have a community/voluntary sector element, including writing and submitting funding applications on behalf of the City Council as well as in partnership arrangements and collaboration with partner agencies and organisations
- To provide technical advice and support with funding opportunities and applications by giving high-level guidance, advice and training support on good practice in how the Council and its partners can secure external funding into the city, including preparing funding bids and leading the partnerships
- To take lead responsibility for ensuring that proportionate due diligence, and other, checks have been undertaken both for the council and also for the recipient community/voluntary sector organisations prior to entering into any partnership or collaborative arrangement
- To work with all stakeholders (internal and external to the Council) across the city, in relation to opportunities to develop new service delivery models where the community and voluntary sector work alongside public services
- Working with colleagues from the across the Council to support the transferring of services and assets
- To establish new standards, policy, procedures and paperwork across the council including but not limited to the Asset Transfer Policy and Equipment Transfer policies
- Delivery of city-wide targeted community development and support to groups and organisations across the voluntary sector to meet performance targets
- Establish a means of measuring and recording the impact of the Community Resilience Team and their wider work, to inform future

practice and ensure the delivery of related performance targets. Creating, managing and maintaining recording systems as well as creating reports for senior officers, programme boards, elected members and a range of other audiences.

- Manage the day-to-day delivery operations of the Community Resilience Team including matrix management and deputising for the Team Manager when needed
- Supporting and contributing to matrix working across the Directorate by working in or leading cross team/organization or project teams and by communicating effectively with other members of the directorate, Council and other partners
- Provide support to Managers to manage any budgets/funding awards linked to, volunteering and community resilience developments in accordance with the processes and procedures of the organisation.
- Day to day management of team procedures and policies, specifically including Health and Safety and Lone Working Procedure
- Any other duties and responsibilities within the range of the salary grade

Key relationships

External Partners organisations community voluntary groups charities	Internal Service areas
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

Line management of Community Co-ordinators

Person specification

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Knowledge	
Knowledge of how services can work alongside voluntary/community groups	
Knowledge of current funding programmes including national, regional and local funders	
Knowledge of the voluntary and community sector and how this differs and compliments the public and private sectors	
Knowledge and understanding how to write and submit funding applications for external funding programmes i.e. Government, BIG Lottery, Private Charitable Foundations	
Detailed knowledge of working with the voluntary sector and volunteers, specifically how to recruit, motivate and retain them	
Understanding of project management techniques, including performance management and evaluation.	
Skills and Abilities	
Ability to work effectively with multi-sector partnerships, acting in the lead role to find solutions, overcome barriers and reach shared outcomes	
Ability to be impact and solution focused on the end goal and ensure delivery	
A highly effective communicator at all levels and using a variety of methods both verbally and in writing to a wide range of audiences.	
Ability to convey complex information such as funding criteria to a range of audiences so that it is clearly understood	
High-level interpersonal skills and the ability to make presentations to organisations/groups.	
Effective organisational skills and the ability to work unsupervised and demonstrate initiative	
High-level ICT skills - word processing, spreadsheets, databases and other appropriate systems	
Able to understand and manage financial information and legal information	
Able to negotiate and reach agreements	
Strong influencing skills	
Work flexibly, as part of a team, motivating others by demonstrating creativity and imagination	
Developed ability to build strong, productive relationships	
Experience	

Experience of partnership working including complicated multi agency/sector arrangements involving multiple organisations
Relevant work experience in a public/voluntary/community sector environment
Developing relationships across communities
Experience of implementing complex programme/projects which involves discharging of public duties/responsibilities
Significant experience of preparing successful funding applications and securing funding
Demonstrable experience of recruiting training and retaining volunteers
Qualifications
Educated to degree level within a relevant discipline or equivalent substantial experience
Evidence of continuous professional development relevant to job role
Special Requirements
This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Date Created	January 2018	Date Reviewed	November 2022
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