



*NB: If no changes are being made to the Job Description, please just copy from the existing JD and paste here, adding rows as appropriate until your service has undergone the training required for RoleMapper. If changes are being made to the JD, please refer to the [Job Evaluation Flowchart](#).*

## Job Description and Person Specification

### Community Resilience Lead Officer

Job Details	
Grade	G7
Service	Public Health
Location	City Wide
Job Evaluation Code	D2835D

Coventry City Council Values
<p>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:</p> <p><b>Open and fair:</b> We are open, fair and transparent.</p> <p><b>Nurture and develop:</b> We encourage a culture where everyone is supported to do and be the best they can be.</p> <p><b>Engage and empower:</b> We engage with our residents and empower our employees to enable them to do the right thing.</p> <p><b>Create and innovate:</b> We embrace new ways of working to continuously improve the services we offer.</p> <p><b>Own and be accountable:</b> We work together to make the right decisions and deliver the best services for our residents.</p> <p><b>Value and respect:</b> We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>To lead on behalf of the council, on the delivery of community resilience city-wide, focusing on the following three key components:</p> <ul style="list-style-type: none"><li>• the support to community organisations who support people within the city</li><li>• the identification of funding opportunities and generating funding income from external funding organisations, geared towards the public, voluntary and community sectors</li><li>• 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.</li></ul>

## 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

#### 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.

#### Training

The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.

#### Responsible for

Line management of Community Co-ordinators

#### Person Specification

#### Requirements

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

Experience	Relevant work experience in a public/voluntary/community sector environment
Experience	Developing relationships across communities
Experience	Experience of implementing complex programme/projects which involves discharging of public duties/responsibilities
Experience	Significant experience of preparing successful funding applications and securing funding
Experience	Demonstrable experience of recruiting training and retaining volunteers
Qualifications	Educated to degree level within a relevant discipline or equivalent substantial experience
Qualifications	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)

Declaration			
Reviewed/Created By:			
Job Title:	Community Resilience Lead Officer	Date:	November 2022