



Coventry City Council

## Job Description

<b>Job Title:</b>	Community Co-Ordinator	<b>Job Number:</b> Y5789
		<b>Post Number:</b> 1036798
<b>Service:</b>	Community Resilience Team	<b>Grade:</b> 5
<b>Location:</b>	One Friargate/Citywide	

### 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.

### Job Purpose:

- To work with communities, individuals, groups and organisations to design community based solutions which are sustainable.
- Practically assist the Community Resilience Team Manager and Lead Officers to deliver the functions of Funding and Resources, Volunteering and New Delivery Models.
- To provide support to the community and voluntary sector.

### Main Duties and Responsibilities:

1. To co-ordinate, support and enable the community to take part in services which are co-produced and co-delivered.
2. To map the available resources within neighbourhoods and use this intelligence to inform service development and activity.
3. To assist the Community Resilience Lead Officers with recruitment and retention of volunteers in their community.
4. To assist the Community Resilience Lead Officers by working with community groups and organisations to assist them with funding applications.
5. To develop community groups and organisations, supporting the Community Resilience Lead Officers, to ensure groups are ready and sustainable when taking over the running of council services.
6. To develop trust when working with a wide range of partners including the community, voluntary and statutory sectors, councillors and service lead officers.

7. To provide training to residents on how to establish, sustain and maintain groups, financial awareness and independence.
8. To facilitate and co-ordinate local partnerships which bring group and partners together to find solutions locally.
9. Setting up meetings/workshops, facilitate meetings, note taking, and giving presentations when needed.
10. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions.
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars.**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected.
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately.

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars.**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

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

**Responsible for:** Not applicable

**Responsible to:** Community Resilience Team Lead Officer

**Date Reviewed:** April 2021

**Updated:** June 2017



Coventry City Council

## Person Specification

<b>Job Title:</b>	Community Co-Ordinator	<b>Job Number:</b>	Y5789
		<b>Post Number:</b>	1036798
<b>Service:</b>	Community Resilience Team	<b>Grade:</b>	5
<b>Location:</b>	One Friargate/Citywide		

Area	Description
<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• Understanding of community development and resilience and working with the voluntary sector</li><li>• Knowledge of funding streams and opportunities available to support community groups</li><li>• Understanding of the different approaches to working with communities and residents</li><li>• A knowledge of community asset based working in its various forms</li></ul>
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Able to communicate clearly both verbally and in writing, adapting style to suit the audience</li><li>• Excellent interpersonal skills including the listening to and establishing empathy with local communities</li><li>• Proven ability to support, develop and enhance the capacity of local groups and organisations using a variety of approaches including asset based working</li><li>• Ability to support and empower local groups to develop, organise and deliver projects</li><li>• Is impact and solution focused, keeps in mind the end goal and is able to make things happen</li><li>• Proven ability to engage with residents in informal settings</li><li>• Proven ability to prioritise, organise and manage complex workloads</li><li>• Able to deal positively with conflict and conflicting community demands, and work to avoid situations escalating</li><li>• Able to generate, collate and analyse data and intelligence regarding local needs and make recommendations to service providers</li><li>• Well-developed ICT skills, including the use of Word, Excel and Powerpoint, Outlook, Access databases and social media</li></ul>

<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Building connections and working with residents and communities to understand local area and gather neighbourhood intelligence to influence service provision</li> <li>• Building cross sector partnerships between agencies such as voluntary and community organisations, local service providers and private sector organisations to improve services based on neighbourhood intelligence</li> <li>• Substantial experience of working in a community development role</li> <li>• Experience of mentoring and training residents</li> <li>• Experience of successfully accessing grant funding</li> </ul>
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<b>Educational:</b>	<ul style="list-style-type: none"> <li>• Relevant degree or equivalent experience</li> <li>• Candidate must have good literacy and numeracy skills, in writing letters, reports and constructing funding bids</li> </ul>
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<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• Undertake evening and weekend work</li> <li>• 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).</li> </ul>
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**Date Reviewed:** April 2021

**Updated:** May 2021