

# Job Description and Person Specification



## Job Description

<b>Job Title</b>	Community Co-ordinator
<b>Grade</b>	5
<b>Service</b>	Community Resilience Team
<b>Reports to</b>	Lead Officer Community Resilience Team
<b>Location</b>	One Friargate/Citywide
<b>Job Evaluation Code</b>	Y5789D



## 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 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 & Key Accountabilities

### Core Knowledge

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.

## Key relationships

<b>External</b> Groups and community organisation in the voluntary sector	<b>Internal</b> Council service staff
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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:

N/A

## Person specification

<b>Job Evaluation Code</b>	Y5789D
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>Understanding of community development and resilience and working with the voluntary sector</li> </ul>	
<ul style="list-style-type: none"> <li>Knowledge of funding streams and opportunities available to support community groups</li> </ul>	
<ul style="list-style-type: none"> <li>Understanding of the different approaches to working with communities and residents</li> </ul>	
<ul style="list-style-type: none"> <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> </ul>	
<ul style="list-style-type: none"> <li>Excellent interpersonal skills including the listening to and establishing empathy with local communities.</li> </ul>	
<ul style="list-style-type: none"> <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> </ul>	
<ul style="list-style-type: none"> <li>Ability to support and empower local groups to develop, organise and deliver projects.</li> </ul>	
<ul style="list-style-type: none"> <li>Is impact and solution focused, keeps in mind the end goal and is able to make things happen.</li> </ul>	
<ul style="list-style-type: none"> <li>Proven ability to engage with residents in informal settings.</li> </ul>	
<ul style="list-style-type: none"> <li>Proven ability to prioritise, organise and manage complex workloads.</li> </ul>	
<ul style="list-style-type: none"> <li>Able to deal positively with conflict and conflicting community demands, and work to avoid situations escalating.</li> </ul>	
<ul style="list-style-type: none"> <li>Able to generate, collate and analyse data and intelligence regarding local needs and make recommendations to service providers.</li> </ul>	
<ul style="list-style-type: none"> <li>Well-developed ICT skills, including the use of Word, Excel and Powerpoint, Outlook, 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> </ul>	
<ul style="list-style-type: none"> <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 neighborhood intelligence.</li> </ul>	
<ul style="list-style-type: none"> <li>Experience of mentoring and training residents</li> </ul>	

<ul style="list-style-type: none"> <li>• Experience of successfully accessing grant funding</li> </ul>
<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• Relevant degree or equivalent experience</li> </ul>
<ul style="list-style-type: none"> <li>• Candidate must have good literacy and numeracy skills, in writing letters, reports and constructing funding bids</li> </ul>
<b>Special Requirements</b>
<ul style="list-style-type: none"> <li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring Service (DBS) check will be required prior to appointment.</li> <li>• Undertake occasional evening and weekend work.</li> </ul>

<b>Date Created</b>	June 2017	<b>Date Reviewed</b>	April 2021
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