



Coventry City Council

Job Description

Post:	Community Resilience Lead Officer	Job Number:	D2835D
Service:	Community Resilience Team	Post Number:	1036785
Location:	City Wide	Grade:	7

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

- the community and voluntary sector element of transferring services/new service models – practically supporting both the service areas and the community and voluntary organisations who wish to take on services.
- 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 and Responsibilities:

1. To support senior officers with the community and voluntary sector element of designing new city-wide service models including research, concept design and voluntary sector liaison.
2. To act as an expert, champion and critical friend for all matters concerning the transfer of services from public to community/voluntary sector – including the city-wide transfer of services, buildings and assets and the development of new delivery models.
3. To provide technical support and advice on volunteering to Council Officers, elected members, relevant programme boards and local organisations.
4. 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
5. 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.

6. 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.
7. To work with all stakeholders (internal and external to the Council) across the city, in relation to opportunities to transfer services and develop new service delivery models including advising on community requirements and being a critical friend to services and community/voluntary groups by being clear and consistent about expectations of any service transfer and new service model for both parties.
8. Working with colleagues from the Council's transformation teams to support the transferring of services and mitigation of service reductions by establishing community groups (from start-up) and supporting established community organisations so they are able to accept a transfer.
9. To establish new standards, policy, procedures and paperwork across the Council for transferring assets/services and volunteering – including but not limited to the Asset Transfer Policy and Equipment Transfer policies.
10. Delivery of city-wide targeted community development and support to groups and organisations across the voluntary sector to meet performance targets.

Managerial Responsibilities:

11. 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.
12. Manage the day to day delivery operations of the Community Resilience Team including matrix management and deputising for the Team Manager when needed.
13. Supporting and contributing to matrix working across the Directorate by working in or leading cross team/organisation or project teams and by communicating effectively with other members of the directorate, Council and other partners.
14. Provide support to Managers to manage any budgets/funding awards associated with new delivery model implementation, volunteering and community resilience developments in accordance with the processes and procedures of the organisation.
15. Day to day management of team procedures and policies, specifically including Health and Safety and Lone Working Procedures.
16. Direct line management of Community Co-ordinators and Community Support Apprentice/s within the team.
17. 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: Community Co-ordinator(s) G5

Community Co-ordinator Apprentice(s)

Matrix management of other team members as require

Responsible to: Service Manager - Community Resilience & Engagement

Date Reviewed: April 2021

Updated: April 2021



Coventry City Council

Person Specification

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Service:	Community Resilience Team	Post Number:	1036785
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Area	Description
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Knowledge:	<ul style="list-style-type: none">• Knowledge of how services such as libraries are transferred to voluntary/community groups
	<ul style="list-style-type: none">• Knowledge of current funding programmes including national, regional and local funders
	<ul style="list-style-type: none">• Knowledge of the voluntary and community sector and how this differs and compliments the public and private sectors
	<ul style="list-style-type: none">• Knowledge and understanding how to write and submit funding applications for external funding programmes i.e. Government, Big Lottery, Private Charitable Foundations
	<ul style="list-style-type: none">• Detailed knowledge of working with the voluntary sector and volunteers, specifically how to recruit, motivate and retain them
	<ul style="list-style-type: none">• Understanding of project management techniques, including performance management and evaluation.

Skills and Abilities:	<ul style="list-style-type: none">• Ability to work effectively with multi-sector partnerships, acting in the lead role to find solutions, overcome barriers and reach shared outcomes
	<ul style="list-style-type: none">• Ability to be impact and solution focused on the end goal and ensure delivery
	<ul style="list-style-type: none">• A highly effective communicator at all levels and using a variety of methods both verbally and in writing to a wide range of audiences.
	<ul style="list-style-type: none">• Ability to convey complex information such as funding criteria to a range of audiences so that it is clearly understood
	<ul style="list-style-type: none">• High-level interpersonal skills and the ability to make presentations to organisations/groups.
	<ul style="list-style-type: none">• Effective organisational skills and an ability to work unsupervised and demonstrate initiative.
	<ul style="list-style-type: none">• High-level ICT skills - word processing, spreadsheets, databases and other appropriate systems.
	<ul style="list-style-type: none">• Able to understand and manage financial information and legal information
	<ul style="list-style-type: none">• Able to negotiate and reach agreements
	<ul style="list-style-type: none">• Strong influencing skills
	<ul style="list-style-type: none">• Work flexibly, as part of a team, motivating others by demonstrating creativity and imagination.



Coventry City Council

	<ul style="list-style-type: none"> • Developed ability to build strong, productive relationships
Experience:	<ul style="list-style-type: none"> • 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
Educational:	<ul style="list-style-type: none"> • Educated to degree level within a relevant discipline or equivalent substantial experience • Evidence of continuous professional development relevant to job role. •
Special Requirements:	

Date Reviewed: April 2021

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