



Senior Community Engagement & Research Officer

Job Description and Person Specification

Directorate:	Communities	Service:	Leisure, Healthy Lifestyles & Communities
Responsible to:	Active Lives & Community Engagement Manager	Responsible for:	N/A
Grade:	9		
Location:	Civic Centre		

Job Purpose:

To develop and deliver the council's community engagement programme, Together We Make A Difference, (TWMAD) through the development of community initiatives and projects

To lead, coordinate and develop the council's consultation programme, including results evaluation and reporting.

To undertake research, surveys, statistical analysis and produce reports for external publication to inform council policies and the business planning process, in particular the Life In Wyre and State of Wyre reports.

Key Tasks & Responsibilities:

To lead on the Council's approach to consultation, data collection, data quality and oversee the reporting of consultation results and findings

To undertake research, develop, produce reports such as the annual State of Wyre report and assisting with the business development process.

To monitor and research political, legislative, social, environmental and technical developments in relation to Community Engagement and Development that affect local government and prepare written briefings, presentations or reports on their implications to the authority

To co-ordinate the Council's Consultation Programme, with responsibility for preparing and maintaining a consultation system/database of existing, on-going and new consultation exercises and developing the use of the consultation portal and all evaluations

Co-ordinate, analyse and produce the bi-annual Life in Wyre Survey.

To develop the council's approach to Community Engagement and Development, involving collaborative working across Wyre to identify community priorities and TWMAD projects.

To manage the Together We Make a Difference Network activity including facilitating partnership working and a programme of outreach with local groups to enable them to grow, develop and become self-sustaining and regularly report back on progress.

To co-ordinate and further develop the Wyre Community Lottery, including the distribution of the Central fund.

To build and establish effective internal and external partnership links that have a positive impact on the local communities' health and wellbeing.

To successfully build positive working relationships with local community groups, local health and community professionals and services.

To work with colleagues internally and externally across the borough to ensure our community engagement services are well known and well promoted.

To work closely with Lancashire County Council, NHS Integrated Care Partnership, and other partners across the Wyre borough to develop a collaborative approach to research and engagement

To advise and support the writing of community grant funding bids, in partnership with other local groups and professionals to access local and national funding opportunities.

To represent the Council on a range of groups and at various external meetings, relevant to the job role.

To undertake any other duties commensurate with the grade as may be directed.

Corporate Responsibilities:

The postholder will be expected:-

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.

- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.

QUALIFICATIONS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
A degree relating to community development or social studies subject area and /or significant relevant experience relating to the job description	Essential	Application/Interview
Excellent IT skills with working knowledge of Microsoft packages e.g. Powerpoint/Word/Excel, Teams etc	Essential	Application/Interview

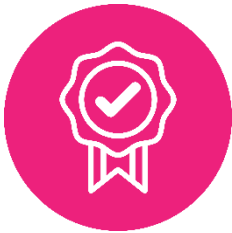

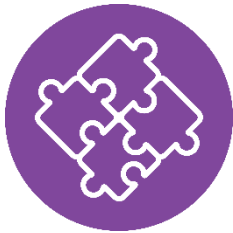

SKILLS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Evidence of high level interpersonal, organisational and communicational skills	Essential	Application/Interview
Excellent working knowledge of the community, voluntary and not for profit sector, and government initiatives affecting the sector	Essential	Application/Interview
Ability to compose service level agreements, procurement contracts and policy documents	Essential	Application/Interview
Ability to, work cooperatively and sustainably with colleagues, external partners and customers	Essential	Application/Interview
Evidence of ability to effectively listen, question, communicate, co-ordinate and negotiate positive outcomes using asset based community development principles	Essential	Application/Interview
Ability to advise and support the Council and voluntary groups and organisations regarding different forms of consultation	Essential	Application/Interview

Strong analytical and interpretation skills, with the ability to analyse and present a variety of data	Essential	Application/Interview
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EXPERIENCE	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Experience of project management through delivery of community engagement and capacity building projects	Essential	Application/Interview
Experience of negotiating, influencing and building constructive relationships with a wide range of key stakeholders	Desirable	Application/Interview
Experience of delivering a 'customer focused' service	Essential	Application/Interview
Experience of producing reports and action plans	Essential	Application/Interview
Experience of managing budgets and reporting on performance	Desirable	Application/Interview
Experience of working successfully supporting groups or networks e.g.with grant applications, local issue solving, support with new group set up etc	Essential	Application/Interview
Experience conducting the design and delivery of primary research (both qualitative and quantitative)	Essential	Application/Interview
Experience of working with consultation and engagement software systems	Desirable	Application/Interview

ADDITIONAL REQUIREMENTS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues	Essential	Application/Interview
Regular and Reliable Service	Essential	Application/Interview
Demonstrate behaviours that support our values	Essential	Application/Interview

**Our Values are key to delivering our vision, plans and strategies.
All Behaviours listed are essential to the post.**

			
Professional	Innovative	Collaborative	Customer focused
In being professional we...	In being innovative we...	In being collaborative we...	In being customer focused we...
<ul style="list-style-type: none"> • Have pride in how we represent the council • Treat people with respect and consideration • Are conscientious and carry out our work to a high standard • Carry out our work activities in an honest and ethical manner 	<ul style="list-style-type: none"> • Proactively embrace change and learn from our mistakes • Challenge and constructively question existing processes • Make best use of our resources to provide excellent services • Encourage creative thinking with colleagues and peers 	<ul style="list-style-type: none"> • Communicate effectively with colleagues and stakeholders • Develop productive relationships and achieve the best results • Recognise and embrace the knowledge and skills of others. • Embrace the concept of one team one council and all work together 	<ul style="list-style-type: none"> • Strive to provide excellent services • Understand our customers' needs and consider things from their perspective • Effectively communicate and manage expectations • Actively seek ways to maximise customer satisfaction

Special Conditions:

(e.g. Weekend work, shift allowance, car/mileage allowance)

- The council operates a strict non-smoking policy.
- Casual car user allowance. Casual Car User's will be paid at the middle band. You will be required to provide your own means of transport.
- Fixed term until 31 March 2025.

Prepared by: Carol Southern

Date: November 2023

Post Holder Signature:

Date: