


Profile Title:	Community Development Officer	 BARNSLEY Metropolitan Borough Council			
Reports to:	Area Manager				
Employee Supervision:	Guidance and support for volunteers and active residents	Grade:	7	Profile Ref:	91034
Purpose of the Post					
<p>To work across wards and lead a programme of social action and engagement linked to the delivery of locally agreed priorities and reflecting the Corporate Plan priority of building strong and resilient communities.</p> <p>To inspire, mobilise and empower residents to play an active role in their community, encouraging social action, enterprise and resilience through facilitating the development of Ward Alliances, neighbourhood networks and neighbourhood action planning processes.</p>					
Responsibilities					
<ul style="list-style-type: none"> Encourage and enable residents and partners to understand, engage in and influence local decision making and service improvement processes through involvement in Ward Alliances and community action and ensure Ward Alliance budgets are spent effectively To identify the development needs of those involved in community activity and design and implement tailored interventions to meet these needs To build strong and resilient communities through applying an asset based approach to community development including the identification of opportunities and driving the development of projects with community groups and organisations to support the delivery of Ward Alliance priorities To actively support and challenge Elected Members in establishing and facilitating the development of Ward Alliances, adopting a co-productive approach to building community action To develop the capacity of communities to explore different models of service delivery including the development of community enterprises To work with and mentor community organisers and increase the active participation of residents in their local communities and the building of strong social networks, including neighbourhood networks Prepare and present detailed and complex reports for Ward Alliances reflecting action plan development and project delivery and successfully deliver allocation of Ward Alliance budgets Be responsible for the timely allocation, innovative use and monitoring of Ward Alliance budgets ensuring that all projects inspire social action and programmes of change in communities Help to promote events and social action opportunities utilising a wide variety of promotional materials and methods, including leaflets, posters, websites and social media and transfer these skills into the community reflecting local resilience To develop and maintain an up to date database of community asset maps across the borough, working in conjunction with Area Teams. Maintain awareness of policies and procedures which impact on how the service is delivered. 					

<ul style="list-style-type: none"> • To actively support residents to volunteer and take part in social action programmes including the Barnsley UK Cities of Service programme and Love Where You Live volunteering campaign • To gather and report relevant data in order to provide performance management information for the Department's Service Plan • Liaise and collaborate with internal and external stakeholders including managers, employees and members of the public ensuring information and communication links are maintained 		
Education and Training	Measure	Rank
<ul style="list-style-type: none"> • Level 5 qualification in a related subject 	A/I/C	E
<ul style="list-style-type: none"> • Evidence of Community Development Training 	A/I	E
<ul style="list-style-type: none"> • Project Management and Development 	A/I	E
<ul style="list-style-type: none"> • Evidence of continuous professional development 	A/I	E
Relevant Experience	Measure	Rank
<ul style="list-style-type: none"> • Significant experience of leading a programme of social action, utilising project management and development techniques 	A/I/P	E
<ul style="list-style-type: none"> • Experience of leading asset based community development practice 	A/I	E
<ul style="list-style-type: none"> • Experience of working in a team of workers in a community/neighbourhood setting 	A/I	E
<ul style="list-style-type: none"> • Experience of presenting information verbally at meetings and undertaking formal presentations and briefing sessions 	A/I	E
<ul style="list-style-type: none"> • Liaising, negotiating and working with staff from the Council and other agencies in the community 	A/I	E
<ul style="list-style-type: none"> • Experience in performance management ensuring the delivery of projects/services to meet objectives 	A/I	E
General and Special Knowledge	Measure	Rank
<ul style="list-style-type: none"> • Knowledge of the pressures facing local government 	A/I	E
<ul style="list-style-type: none"> • Knowledge of partnership working practices and principles 	A/I	E
<ul style="list-style-type: none"> • Community Development and organising and how community groups work and are organised. 	A/I	E
<ul style="list-style-type: none"> • Project development 	A/I	E
<ul style="list-style-type: none"> • Working knowledge of Microsoft applications and the use of social media to support community participation 	A/I	E
<ul style="list-style-type: none"> • How to ensure effective resident participation in community action and volunteering 	A/I	E

Skills and Abilities	Measure	Rank
<ul style="list-style-type: none"> • High level communication, negotiation and interpersonal skills with the ability to deal with a variety of internal and external stakeholders including elected Members • Ability to communicate effectively with the public using a suitable level of fluency in spoken English, in line with the English Language requirement for public sector workers. • Well-developed ability to proactively manage a challenging workload under pressure and to deadlines, using own initiative and demonstrating skills in work prioritisation, organisation and time management • Excellent facilitation and presentation skills in a community development context • Ability to adopt an effective approach to problem solving, adapting to changes in circumstance or information • Ability to work flexibly as part of a decentralised team and in partnership with others to deliver common goals • Ability to inspire trust within the community, helping others to understand the priorities of the Council and how we may build strong and resilient communities • Ability to support the development and learning of residents engaged in community development 	A/I	E
	A/I	E
	A/I	E
	A/I/P	E
	A/I	E
	A/I	E
	A/I	E
	A/I	E
Additional Requirements	Measure	Rank
<ul style="list-style-type: none"> • Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council. • Willing to undertake training and continuous professional development in connection with the post. • Work in accordance with the council's vision and values. • Able to undertake any travel in connection with the post. 	A/I	E
	A/I	E
	I	E
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