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| Profile Title: | Community Sector Specialist Officer |  BARNSLEY Metropolitan Borough Council | | | | |
| Reports to: | Manager | | | | | |
| Employee Management: | None | Grade: | 7 | Profile Ref: | 82630 | |
| Purpose of the Post | | | | | | |
| To be responsible for the development and delivery of a sector specialist programme. | | | | | | |
| Responsibilities | | | | | | |
| <ul style="list-style-type: none"> • Lead on the direct delivery of projects within the programme and support those being led by partners. • Monitor agreed budgets and assist with securing additional external funding. • Ensure that projects fulfil their aims and objectives and that the contractual obligations of the funder are met. • Link volunteers to volunteering opportunities in conjunction with partner organisations. • Manage and supervise volunteers, freelancers, contractors and consultants as directed. • Provide information for grant drawdowns and progress reporting. • To carry out evaluation and collate performance data as required. • Prepare and write reports as necessary. • To attend meetings as required including providing support for the Executive Board and Steering Group. • Place orders and carry out procurement of goods and services as required. • To keep abreast of new initiatives at local, county and national levels and to support the aims of the wider Service. • Support marketing activity including attendance at community events. • To uphold Health and Safety and all other relevant regulations in the workplace at all times. • Any other duties commensurate with the role and as requested by management. | | | | | | |
| Education and Training | | | | | Measure | Rank |
| <ul style="list-style-type: none"> • Relevant Degree. | | | | | A/C | E |
| Relevant Experience | | | | | Measure | Rank |
| <ul style="list-style-type: none"> • Experience of working with communities in the fields of sector specialism. | | | | | A/I | E |
| <ul style="list-style-type: none"> • Experience of the successful development and delivery of a varied programme of engagement activity. | | | | | A/I | E |
| <ul style="list-style-type: none"> • Experience of working to a budget. | | | | | A/I | E |
| <ul style="list-style-type: none"> • Experience of working on externally funded projects. | | | | | A/I | D |
| <ul style="list-style-type: none"> • Experience of working with volunteers. | | | | | A/I | E |
| General and Special Knowledge | | | | | Measure | Rank |
| <ul style="list-style-type: none"> • Knowledge of community engagement and interpretation in specialist sector | | | | | A/I | E |
| <ul style="list-style-type: none"> • Knowledge of IT systems including Microsoft Word packages. | | | | | I | E |
| <ul style="list-style-type: none"> • Knowledge of funding applications, drawdowns and progress reporting. | | | | | A/I | E |

| • Skills and Abilities | Measure | Rank |
|---|--|--------------------------------------|
| <ul style="list-style-type: none"> • Excellent communication skills. • Ability to be a strong advocate for the project, the service and the council. • Ability to organise own workload and achieve clear performance targets. • Good IT skills, the ability to use Microsoft Word, databases and the internet. • Imaginative and creative. • Ability to work on an individual basis, unsupervised and make a significant contribution to the team. • Ability to work to deadlines. • Ability to build and manage effective links with a wide variety of organisations and individuals. | A/I I A/I A/I A/I I A/I A/I | E E E E E E E 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, priorities, values and behaviours. • Sympathetic to the wider objectives of the service • Able to undertake all necessary travel in connection with the post. | I A/I A/I I I | E E E E E |