

JOB DESCRIPTION

| JOB DETAILS | |
|----------------------|---|
| Post title: | Community and Place Development Officer |
| Post grade: | G |
| Post number: | |
| Directorate: | Communities |
| Section: | Community and Economic Development |
| Reporting to: | Head of Community and Economic Development |
| Line manager: | No |
| Date updated: | April 2025 |

| MAIN PURPOSE OF JOB |
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| <p>To enable collaboration, influence, strengths, knowledge, funding and skills to enhance the social, economic and environmental wellbeing of communities across the borough. To strengthen the connections between the people, places & facilities they share.</p> |

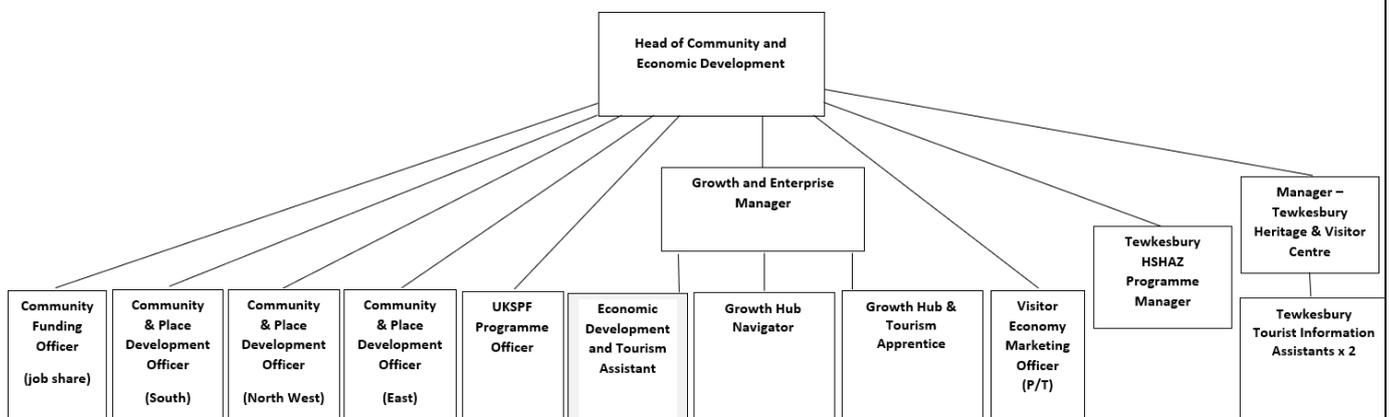
| SPECIFIC DUTIES |
|---|
| <p>To act as the link between communities and the council carrying out the following duties:</p> <ol style="list-style-type: none"> 1. Focus on a place approach allocating one CPDO to each of the three areas in the borough to enable closer working in our communities. 2. Co-ordinate and represent the council at internal & external strategic partnerships, working groups, workshops and learning events relevant to the role. 3. To build community resilience, particularly in relation to key issues such as cost of living, covid recovery including facilitating teams for community response and bespoke solutions with cross sector partners (e.g. cost of living crisis, pandemics, local area issues/projects etc...) 4. To act as the front face of the council in community settings, working remotely from community settings, such as community hubs, parish offices & community libraries to help build relationships. 5. To advise internal departments/communities/parishes on the Community Right to Bid provisions under the Localism Act. 6. To commission the collation of data and area profile information to enable communities and partners in identifying and addressing inequalities, issues and opportunities e.g. financial inclusion, health inequalities. 7. To represent the council on the Tewkesbury Borough Integrated Locality Partnership (for health & wellbeing) and to co-produce localised action plans and projects to bring about positive change. 8. To work collaboratively with parishes, community groups and agencies to identify and recommend requirements as part of the s106 planning process, to inform discussions and decisions on the infrastructure that will be brought about via development(s). |

9. To work with parishes, community groups and agencies to ensure s106 funds are allocated for the internal/external delivery of community infrastructure projects. To process records and invoices as necessary to achieve this and to bring parties together to problem solve as issues arise.
10. To work with the VCS and parish/town councils to co-ordinate and support the delivery and implementation of infrastructure projects, including those arising from s106 funding
11. To work in partnership with and assist other internal departments in the communication and tendering out of community facilities, the development of service level agreements, pilots and the commissioning of contractors for the development of evidence-based strategies/policies for adoption by the council.
12. Providing community development expertise into corporate projects, reflecting the needs of the community
13. To bring partners and communities together on projects to harness their strengths and skills to improve and provide positive outcomes for local communities, where there is local energy/momentum to do so.
14. To collaboratively work with cross sector partners and front facing VCS groups to address issues and opportunities which assist the most vulnerable groups in our society.
15. To implement community development and place making priorities.
16. To manage engagement and projects in accordance with council policies and procedures
17. To be a point of contact for members (in their community leadership role) across all 3 tiers (parish, borough and county), the VCS and parishes.
18. Work collaboratively and provide mutual support and opportunities for information sharing, peer led learning making connections, sharing good practice, signposting and organisational development.
19. To advise and assist other service areas on engaging local communities & providing a community viewpoint on corporate in initiatives and projects.
20. Where relevant, to instigate the provision of workshops and seminars to support communities on key issues
21. To support the delivery of council plan priorities relevant to community development, including those relating to health and wellbeing
22. To work with community partners to deliver outcomes from the Council's Sports, Social and Open Spaces Study
23. To represent the Head of Service at meetings with partners/community
24. To act impartially and with diplomacy when working within communities as a representative of the council on contentious subject matter.
25. Ensure that services are delivered in compliance with Health and Safety legislation and the Council's Health and Safety Policy, in a safe manner with due regard to the Health and Safety of self and others.

26. To adhere to all Council Policies, and to ensure the Council's responsibilities in relation to safeguarding are incorporated within the team as necessary.
27. To carry out any other duties which fall within the scope and grade of this job description.
28. Job descriptions will be subject to review and possible change on an annual basis subject to corporate priorities.

ORGANISATIONAL CHART

Community and Economic Development Team – April 2025



KEY WORKING RELATIONSHIPS

- Partnerships e.g. Integrated Locality Partnership
- Parish and Town Councils
- Voluntary and Community Sector
- Gloucestershire County Council
- Collaborating internally with the community development team
- Councillors
- Teams within the council e.g. Asset Management, Community Safety
- NHS
- Integrated Care Board

RESOURCES

Responsible for S106 spend within communities.

PHYSICAL DEMANDS

Physical demand include:

- Site visits, in person meetings including on site in natural environment, including lone working
- Carrying around mobile office, equipment, stationary and refreshments

MENTAL DEMANDS

The role includes lengthy periods of concentrated mental attention, including:

- reading through lengthy legal documentation such as S106 agreements
- analysing multiple data sets
- drawing up action plan / S106 calculations
- preparation of data reports for members

In addition:

- conflicting demands in the community – often simultaneously

WORKING ENVIRONMENT

The role can be performed at the office, in the home and within the community. The role is based in community locations, such as parish offices, on occasions.

There are also site visits.

Lone working is involved.

ALL STAFF RESPONSIBILITIES

To adhere to all Council Policies, in particular Equal Opportunities.

To undertake any other duties properly assigned from time to time by your line manager which are appropriate to the grade and character of the post.

To be committed to the principles of equality, diversity and the ability to treat everyone who you come in contact with dignity and respect.

Tewkesbury Borough Council is committed to the principles of safeguarding and promoting the welfare of all children, young people and vulnerable adults; therefore, all employees have a responsibility and duty of care to report safeguarding issues they become aware of or witness.

HEALTH AND SAFETY

Ensuring that services are delivered in compliance with existing and new Health and Safety legislation and the Council's Health and Safety Policy and ensuring that duties are pursued in a safe manner with due regard to the Health and Safety of yourself and others.

PERSON SPECIFICATION

| QUALIFICATIONS | ESSENTIAL | DESIRABLE | ASSESSMENT METHOD |
|---|-------------------------------------|-------------------------------------|------------------------------|
| Qualification in a relevant subject or experience in community development related field | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Application form |
| Degree level or equivalent | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Application form |
| Evidence of numeracy skills – minimum of GCSE A-C maths or equivalent | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Application form |
| EXPERIENCE | ESSENTIAL | DESIRABLE | ASSESSMENT METHOD |
| Working with a range of groups and organisations within a community setting Partnership working Working within a multi-agency setting Research and data analysis Project co-ordination Target setting, performance monitoring and evaluation Developing strategies / action plans | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Application form / interview |
| Financial monitoring Knowledge of local authority structures | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Application form / interview |
| SKILLS | ESSENTIAL | DESIRABLE | ASSESSMENT METHOD |
| Self confidence IT skills Microsoft office Organisational skills Communication skills (written, listening and verbal) Negotiation skills | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Application form / interview |
| Project management | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Application form / interview |

| BEHAVIOURS / ATTRIBUTES | ESSENTIAL | DESIRABLE | ASSESSMENT METHOD |
|--|-------------------------------------|-------------------------------------|------------------------------|
| Customer focus Diplomacy Teamworker Flexibility to meet wide ranging demands of the post Enthusiastic and capable of working under own initiative Empathy Developing and enhancing communities Commitment to the principles of inclusion, equalities, diversity and health and safety Full driving licence with use of motor vehicle | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Application form / interview |
| Volunteering in community | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |