

Community Co-ordinator (EIP) - GRADE 8

In Kirklees we want to be innovative and creative in the way we work to deliver our services with communities. Investing in relationships with those communities is at the core of what we do. We want to meet changing and challenging times with better and smarter ways to work.

One of these ways is to focus our efforts of prevention and early help: understanding and acting on the warning signs that indicate when people or communities may need some support to regain their independence or build their resilience; or providing the help and confidence to find solutions and support in community settings.

A key part of this role is about effective mobilisation and collaboration with individuals, communities, organisations and networks. It is about seeking the most effective way to deliver outcomes, using asset based approaches. This role is based within Communities. Find out more about [working for Kirklees](#).

The Job

Supporting the Early Intervention and Prevention agenda – this job is about working with communities groups and individuals in ways that work for them.

We want to build on the existing strengths and assets of people and communities and build up resilience so they are better able to deal with the challenges they are facing. This job is about supporting communities to develop and deliver their own support activities, as well as providing the building blocks of advice, information and best practice to help them thrive.

This job is about being part of a flexible and responsive team. As individual community co-ordinators the job is about working with individuals and communities to be more effective and impactful; as teams the community coordinators will be the key resource that enables the Council to respond to need, develop support and promote sustainability in communities.

This job will help individuals safely and appropriately step away from more targeted interventions and assist them in finding the right ongoing options for them in the community.

This job will also help build the conditions and support in communities that provides more preventative approaches – meaning people get better outcomes without ever having to come in to contact with other services.

Community Coordinators will be the key interface between the Council, third sector and public sector partners – and be the catalyst to developing practical collaboration at community level.

You will provide specialist support and advice to other council services around effective community involvement and engagement. Through your local knowledge, you will be able to provide an insight into communities that other services may not have.

You will be required to work closely, and build effective relationships elected members, senior officers, partner agencies and communities to develop and sustain community engagement, cohesion and connectedness.

Job Checklist

Community Co-ordinators will work with individuals via:

- Signposting people, groups and communities to information; or undertaking 1-2-1 guided signposting for people with additional needs
- Undertaking coaching conversations with individuals with low level needs to identify their own plans to address their needs in communities;
- Occasionally also being responsive to emerging problems in communities e.g. community tension, anti-social behaviour and providing diversionary activities or short term support

Community Co-ordinators with work with volunteers to deliver some outcomes, by:

- Undertaking and supporting user insight into programme design and evaluation
- Recruitment, management and support of volunteers;
- Complying with all relevant volunteer policies (safeguarding, health and safety etc.); collecting and tracking impact data
- Growing the capacity of managed volunteers towards becoming self-sufficient where possible

Community Co-ordinators will work with groups, other council services, partner agencies and organisations by:

- Development Support to help/connect smaller groups with same client groups; improving their reach; supporting groups to scale up activities; supporting them to improve their efficacy/impact; develop sustainable approaches to their work; assisting them to apply for funding (Council grants, or external); directing them to in kind resources (e.g. Comoodle, Employee Volunteering) This would also include supporting groups to become more inclusive of vulnerable and marginalised young people
- Support and guide on engagement and involvement. Mainstreaming of cohesion will be a key deliverable.
- Support broader community capacity building and other council services to strengthen communities and the support they give to vulnerable groups

Please click [here](#) to see your responsibilities related to safeguarding.

The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

A naturally collaborative coalition builder you will be able to attract and support a wide variety of individuals and partners to work together for maximum impact sharing resources and delivering together in a variety of settings.

You will be able to work in an agile way, responding to need using appreciative enquiry or asset based assessments to develop sustainable approaches. You will provide personalised, flexible and responsive support to help people and communities to develop their goals and dreams for living a good life

Your excellent interpersonal and communication skills will allow you to communicate confidently and clearly to a variety of audiences building relationships, collaborations and partnerships with individuals, their families, communities and networks in a culturally sensitive way.

Displaying spirit, passion and energy to make a real difference to lives of people and communities you will be innovative, thoughtful and creative – someone who is willing to think differently about how to respond to an issue, with limited resources, to try different approaches or work with different partners to get the best outcomes whilst positively managing risk.

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

We also expect you to promote and role model the Council's Expectations of a New Council employee within the organisation. This role is at level 2. To find out more about Council Behaviours and Expectations please click [here](#). These will be tested throughout the selection process.

Person Checklist

- Skilled in delivering and advocating asset based approaches – focussed on mobilising on the skills and assets of individuals and communities – not their deficits, and building their personal resilience
- Experienced in community organising, community development or volunteer co-ordination, and able to motivate, mobilise and co-ordinate efforts across communities, volunteers and diverse stakeholders
- High energy, strong interpersonal and problem-solving skills
- Empathic and able to relate to individuals, groups and organisations in a variety of different circumstances
- Knowledgeable and understanding of the issues affecting the lives of the target populations and the services, initiatives and policies that impact on them and good understanding of diverse communities
- Experience of working with young people, adults and vulnerable groups.
- Knowledge and experience of applying project management skills in community settings
- Analytical in your approach to the evaluation and delivery of practice and commitment to evidence-based methodologies
- Curious and up to date with trends in community practice, nationally and internationally
- Strong influencing and coalition building skills – ability to working multi-sectoral, multi-partner environments
- Ability & aptitude to measure and track outcomes
- Creative, flexible and supportive to volunteers, groups and individuals
- Ability to work in a political environment, manage relationships with community groups and leaders.
- Due to the nature of working with communities and individuals, an enhanced DBS check will be required, and undertaking safeguarding training
- Willingness to work flexible hours, including evenings and weekends.
- Ability to travel to various locations in order to carry out the duties of the job.

This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Recruitment Purposes: In order to be shortlisted for this job please demonstrate in your application how you meet all points in the 'Person Checklist.'