

Community Co-ordination Manager – Grade 12

Job purpose

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 on 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.

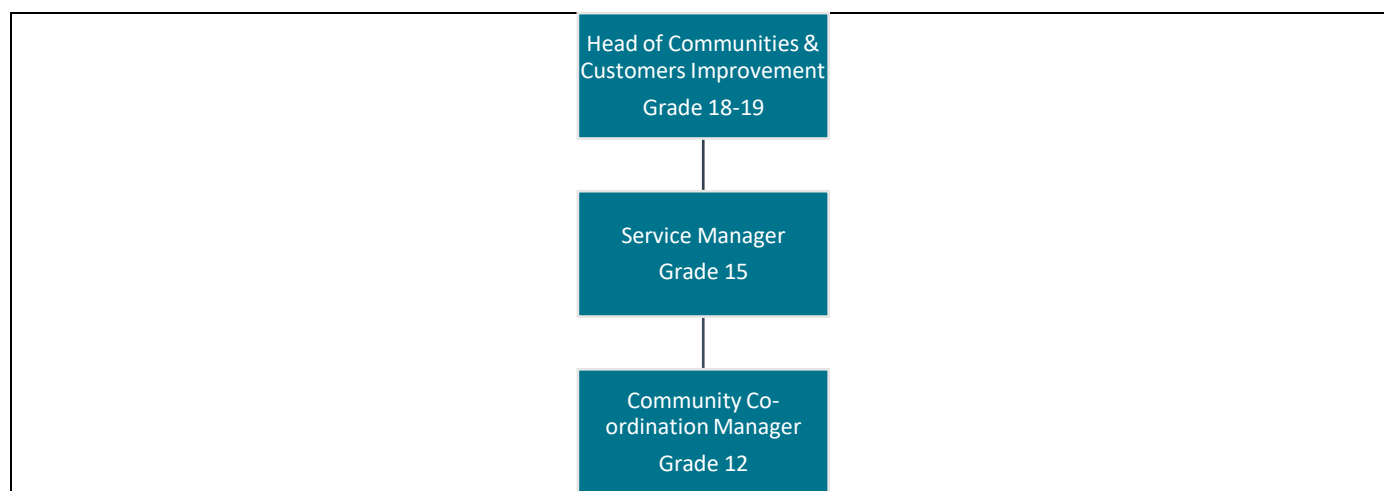
This role is based within [Adults and Health](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

- Supporting the Early Intervention and Prevention agenda – and working primarily out of the Early Help hubs, Community Co-ordination Managers will play a pivotal role in deploying the Community Co-ordination teams, monitoring demand and being responsive to emerging need.
- To meet the Council's vision and deliver the Early Intervention and Prevention outcomes it is crucial that we develop strong and sustainable community networks to contribute to the future success of our communities. Central to this strand of the program will be working in targeted communities to build social capital by strengthening and developing community networks and infrastructure.
- 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 making sure we are making these resources reach as far as possible.
- The Community Co-Ordinator's will be a flexible and responsive team, and this role is about having the insight, creativity, and leadership to ensure that this flex and responsiveness is deployed appropriately and imaginatively.
- This role is about supporting individual Community Co-Ordinator's to achieve and develop great community practice, as well as to look across the whole agenda and make sure we are placing our resources in the places where it is having the most impact.
- This job will ensure that Community Co-Ordinator's are being an effective and appropriate interface between the Council, third sector and public sector partners – and will demonstrate leadership and aptitude in building up practical collaboration at community level.
- Manages one Community Co-ordination Team, and works collaboratively with Managers in other Hub areas, sharing resources and best practice
- Effectively deploys the Community Co-Ordinator's
- Ensures all live programs, projects and initiatives are delivered on time and on budget and tracked against the wider corporate program and vision for New Council

- Describes how benefits to the organisation are identified, defined, tracked, and delivered
- Supports collaboration across the EIP program including Schools, School Hubs, and the Third Sector
- New relationships are developed between council services and local communities in relation to service design and delivery
- Ensures lines of communications with all stakeholders are in place and proactively develops good working relationships.
- Monitors the take up, efficacy and impact of all Communities Plus delivery, and tracks against agreed outcomes and Council priorities
- Works with children's and adults' caseworkers and keyworkers to ensure wrap around support and handovers are delivered effectively and that local provision is linking in effectively with information and communication routes.
- Ensures that all information produced for self-help is clear, accurate and appropriate
- Ensures all signposting is effective
- Ensures all Community Plus programs are delivered to quality standards.
- Understands and implements Council Volunteer Guidance and current practice, on recruiting, managing, and retaining volunteers
- Holds managerial responsibility for the health and safety, safeguarding and other obligations to ensure that all activity involving volunteers, staff and beneficiaries is conducted safely and to quality standards.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Experienced in community organising, community development or volunteer co-ordination, and able to mobilise and manage these approaches at scale	Essential
Knowledgeable in techniques to mobilise grassroots activity and strategic stakeholders	Essential
Collaborative instincts and able to inspire others to collaborate	Essential

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Have a good understanding of modern volunteer management practice and community investment in the Council and work with the central support team to make this a reality at the hub level	Essential
Have strong skills in applying commissioning cycles to areas of key practice and deploying resources effectively and experience of applying project management skills in community settings	Essential
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	Essential
High energy, strong interpersonal and problem-solving skills	Essential
Empathic and able to relate to individuals, groups, and organisations in a variety of different circumstances	Essential
Knowledgeable and understanding of the issues affecting the lives of the target populations and the services, initiatives, and policies that impact on them, good understanding of diverse communities	Essential
Experience of working with young people, adults, and vulnerable groups outcomes	Essential
Analytical in approach to the evaluation and delivery of practice and commitment to evidence-based methodologies	Essential
Curious and up to date with trends in community practice, nationally and internationally	Essential
Strong influencing and coalition building skills – ability to working multi-sectoral, multi-partner environments	Essential
Ability, aptitude to measure and track outcomes	Essential
Ability to track outcomes and prepare	Essential
Creative, flexible, and supportive to volunteers, groups, and individuals	Essential
Ability to work in a political environment, manage relationships with community groups and leaders.	Essential
Accepts an enhanced DBS check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential
Willingness to work flexible hours.	Essential

Behaviours and expectations

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

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

Able to work unsocial hours

DBS check at the appropriate level

This Job 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 Office Use Only:

Job Category	Communities	Grading ID	65240
Job ID	80102759	Last Updated	September 2020
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	Adults	DBS Type	Enhanced
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	Yes
Standby	No	Other	No
Checked by HR	M Lunn		