

Community Co-ordinator – Grade 8

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 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 [Children and Families or Adults and Health](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

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.

You 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.

You 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.

Community Co-ordinators will work with PVI providers and other services and partners to:

- 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, antisocial behaviour and providing diversionary activities or short term support

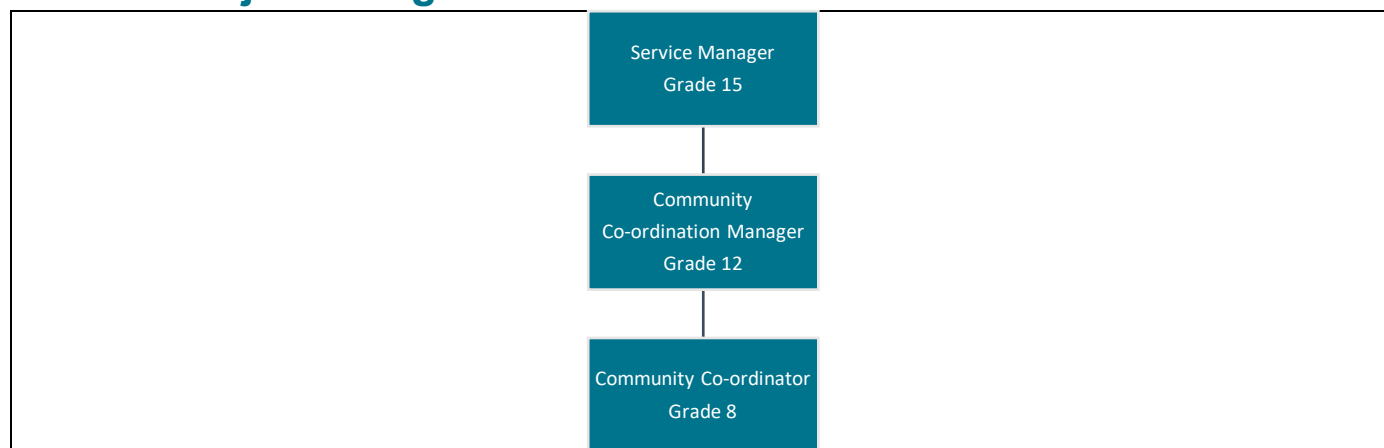
Community Co-ordinators with work with volunteers to deliver some outcomes, by:

- 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., 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.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
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
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	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 and good understanding of diverse communities	Essential
Experience of working with young people, adults, and vulnerable groups	Essential
Knowledge and experience of applying project management skills in community settings	Essential
Analytical in your 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
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

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Willingness to work flexible hours, including evenings and weekends.	Essential
Travel to various locations to carry out the duties of the job. Possession of a full and valid driving licence and a car available for work. (Exceptions can be made for disabled applicants).	Desirable

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

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

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	65250
Job ID	80101726	Last Updated	November 2021
Job Focus	No	Career Progression	No

Contractual Variants

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