



Job Description

Job title	Community Development Officer	Hours	37hours <i>Flexible working options are available, including job share</i>
Department	Community Engagement	Salary	SK10 (£33,498 per annum)
Location	A mixture of home, office and site based.	Contract	Permanent

Main Job Purpose

The postholder will work in the engagement and development of the voluntary and community sector within South Kesteven and work with a wide range of community groups and stakeholders, supporting them to be funding ready with appropriate governance and infrastructure. The postholder will also identify opportunities for funding for such groups and will advise and support groups to realise their aims. The role involves the development and delivery of workshops, surgeries and network meetings and the postholder will be responsible for promoting the offer via social media etc. The postholder will also support colleagues internally, where required, with funding bids to support the aims of SKDC. This role is not politically restricted.

Main Statement of Responsibilities

The Community Development Officer role reports to the Community Engagement Manager. Main responsibilities include:

- Engaging communities across South Kesteven and supporting the voluntary and community sectors in becoming fit for funding
- Identifying and working with community groups in South Kesteven to support them in submitting bids to relevant grant giving schemes.
- Identifying and marketing programmes to potential grant applicants.
- Supporting project development within the voluntary and community sector through the process stage.
- Identifying and delivering community support programmes.
- Working with stakeholders and local partnerships to deliver successful grant and funding programmes.
- Advising and supporting in the creation of effective fundraising strategies for individual projects.
- Seeking areas of collaboration with other organisations that could maximise the strength of bids for external investment.
- Providing bespoke training and support for groups across South Kesteven to include promotion of, and direction in, applying for funding through the SK Community Fund and external funding sources.
- Developing opportunities for social investment funding for groups in South Kesteven, assisting them to become 'investment ready'.
- Supporting the civil society to adopt business models which will address social and economic challenges and help to generate local prosperity and build sustainability.

Core values



Our vision is to “be the best district in which to live, work, and visit.” To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.

They focus attention on six areas:

Trust

- We act with credibility, professionalism and integrity in all that we do.
- An important guiding principle in the Council’s operations and decision-making process, Trust is found in all relationships; from colleagues, Members and building our resident’s trust.

Empowerment

- Committed to creating an environment where colleagues are encouraged and supported to take initiative.
- A culture of collaboration and teamwork where everyone is encouraged to share ideas, contribute and work together.

Accountability

- Taking responsibility for our actions and operating in a transparent manner.
- Being responsible for our own performance.

Making a Difference

- Addressing the complex challenges we face with innovative solutions.
- Driven by a purpose to create a positive impact and improve the lives of residents and the community of South Kesteven.

Supportive to All

- Putting residents at the heart of everything we do.
- Being an inclusive Council that values and celebrates diversity.

Kindness

- Empathy and understanding of others.
- Treating everyone with respect.





Flexibility

Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.

Person Specification

Relevant Experience, Skills and Knowledge

Essential

- Experience of local and national funding programmes to support the voluntary sector including charities and community groups.
- Experience of supporting community-based organisations to develop projects and to write or support the writing of funding applications to meet local need
- Experience of working with communities
- Experience of reaching and working with under-represented or underreached groups
- Experience of computerised business systems
- Flexibility to work occasionally at weekends and in the evenings

Desirable

- Experience of, and ability to, offer training and one-to-one development for external groups and colleagues
- Experience of public speaking and presenting programmes and initiatives
- Experience of successfully planning and establishing new initiatives in response to identified needs
- Experience of having worked with Councillors in a local government role

Relevant Qualifications

Essential

- The ability to travel throughout the district and work with a flexible schedule that is based on the needs of the business or community organisation
- Full driving licence or the ability to make suitable alternative arrangements. Noting the Council has a pool car arrangement in place
- Appropriate technical qualification at 'A' level standard or equivalent or relevant experience

Desirable

- Evidence of continuous learning

Communication and Interpersonal Skills

Essential

- Pays attention to details, is punctual and well organised, with excellent analytical and intelligence gathering skills
- Personable with everyone you come in to contact with, with clear presentation skills, both orally and in writing
- Hands-on, with a can-do attitude and able to deal with uncertainty, remaining flexible and adaptable to changing priorities and demands
- Able to build effective relationships and adapt to different circumstances, easily navigating between different cultures, community and organisational settings
- An excellent role model who will promote the highest standards and live the Council's core values
- Able to think and work creatively to tackle problems and challenges demonstrating own initiative and judgment within given constraints and asking for help and giving help when needed
- Someone with a desire to learn and seek new challenges
- A creative thinker with the ability for sound judgment, empathy, self-awareness and accountability
- Comfortable representing the Council at stakeholder, community events and meetings