



## Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Crisis & Resilience Fund Lead
Service	Community and Partnerships
Team	Chief Executive Office
Location	Hybrid Working/ On-Site Shute End
Reports to	Service Manager of Community and Partnerships
Worker Style	Hybrid - Remote working with attendance at Council offices as and when required Community - Work is based in the community, libraries and at Council offices, with less frequent time at home
Responsible for	Support of other lower grade staff -no direct line management responsibilities
Grade	G7
Contract Type	1 year FTC / secondment

Main Accountabilities	
1.	Ensure the positioning of the Crisis and Resilience Fund as a key upstream intervention to address the social determinants of health, including poverty, housing insecurity and financial stress.
2.	Support with the local authority's delivery of the Crisis and Resilience Fund in line with DWP guidance and grant conditions.
3.	Help to translate national policy objectives into a clear local scheme design covering all CRF strands: <ul style="list-style-type: none"><li>• Crisis Payments</li><li>• Housing Payments</li><li>• Resilience Services</li><li>• Community Coordination</li></ul>
4.	Support to ensure the fund is positioned within the wider local welfare, reducing hardship and financial inclusion landscape, avoiding duplication and strengthening pathways between services.





5.	Oversee eligibility frameworks, assessment processes and decision-making to ensure support is <b>needs-based, proportionate and consistent</b> , including support for people with No Recourse to Public Funds (NRPF) where permitted by guidance.
6.	Support delivery <b>cash-first approaches</b> as the default for crisis support, ensuring dignity, flexibility and choice for residents.
7.	Ensure accessibility for digitally excluded residents and those with protected characteristics, meeting Public Sector Equality Duty requirements.
8.	Build and maintain strong partnerships with internal services, VCS organisations and community providers delivering resilience and coordination activity.
9.	Oversee commissioning, grant allocation or contract management for externally delivered CRF-funded services, ensuring compliance and procurement requirements where applicable.
10.	Act as the Council's lead point of contact for CRF delivery and development with DWP and regional partners on.
11.	Ensure accurate and timely submission of <b>Management Information (MI)</b> and data returns to DWP in line with published reporting requirements.
12.	Monitor expenditure, forecast demand and support with administration of budgets within grant conditions.
13.	Support scheme evaluation activity, using data and insight to improve outcomes and demonstrate impact on crisis reduction and financial resilience with the overall aims of reducing inequalities.
14.	Follow compliance with legal, financial and audit requirements, including data protection and safeguarding considerations. Escalate concerns to Service Manager in a proactive and timely manner
15.	Prepare reports and briefings for senior management, Members and scrutiny bodies on fund performance, risks, impact and outcomes.

Person Specification	Essential	Desirable
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum of A level certification in relevant fields.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of cash-first delivery models, trauma-informed practice and accessibility standards.</li> <li>• Experience commissioning or managing grant-funded services.</li> <li>• Understanding of NRPF considerations and hardship-related financial support.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Direct experience of managing Local Welfare Assistance Schemes, Household Support Fund or similar programmes. Demonstrable understanding of delivering or managing welfare support, hardship funds or financial inclusion services,</li> </ul>	





	<p>ideally within a local authority or similar setting.</p> <ul style="list-style-type: none"> <li>• Understanding of local welfare provision, crisis support, poverty reduction approaches and its impact for residents</li> <li>• Experience of working with a range of key stakeholders in partnership with voluntary and community sector organisations.</li> <li>• Ability to manage funding streams, performance data and reporting requirements.</li> <li>• Excellent stakeholder engagement, influencing and communication skills.</li> </ul>	
<b>Skills/Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to work independently and manage workload and work to timescales</li> <li>• Understanding of legal frameworks</li> <li>• Understanding of evidence-based practice</li> <li>• Ability to work flexibly and be part of a team, driving innovation.</li> <li>• Good communication and engagement skills</li> </ul>	

Purpose Details	
<b>Service Purpose</b>	<p>The service aim is to improve the health, wellbeing and experience of residents and the communities within which they live. The service supports delivery of key strategic objectives such as the Health and Wellbeing Strategy, the Customer Communities and Partnership Programme, Tackling Poverty Strategy and wider Public Health approaches.</p> <p>Working with our partners and communities is critical to the way we work so that everyone can access opportunities, and nobody gets left behind. The team works closely with colleagues across the organisation, including Town and Parish Councils, and with external partners such as health, voluntary sector, businesses, and residents of the Borough. A core group of community assets such as libraries and community Centre's facilitate the delivery of support across the borough.</p> <p>The Community and Partnerships team is central to driving the councils' corporate approach around developing stronger and effective partnerships to deliver the best outcomes for our communities.</p>
<b>Role Purpose</b>	<p>To support with the effective design, implementation and delivery, ensuring monitoring and continuous improvement of the Council's <b>Crisis and Resilience Fund</b> scheme, making sure support is accessible, lawful, needs-based and aligned with national guidance.</p> <p>The postholder will ensure the fund provides <b>timely crisis support</b> while also strengthening <b>financial resilience</b>, reducing repeat crises and embedding a <b>cash-first, preventative approach</b> across local welfare provision.</p>





<b>Corporate Parenting</b>	You will champion the principles of corporate parenting by embedding its ethos in all aspects of service delivery, ensuring decisions and actions consistently reflect the responsibility to act as a corporate parent to children in care and care leavers, and actively contribute to shaping and implementing the wider corporate parenting strategy.
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<b>Supervision and Relationships</b>	
<b>Supervision Received</b>	Line Managed by Service Manager of Community and Partnerships
<b>Supervision Given</b>	No direct support responsibilities
<b>Contacts</b>	Working relationships extensive within WBC and across partnerships most notably with voluntary and community sector but also Towns and Parish Councils, health and statutory partners, businesses and elected members.

<b>Resources/Budget Management</b>
To support in budget monitoring and contract management of external commissioned services

<b>Special Requirements</b>
N/A

<b>Occupational Health Risk Assessment</b>	<b>Details</b>
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	Y
Hand Arm Vibration	N
Lone Working	Y
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N





Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Hybrid working, working out of main library hubs/community centres and Shute End

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	Y

Disclosure and Barring Service (DBS)	Details
DBS Requirement	Enhanced
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK ( <a href="#">Find out which DBS check is right for your employee - GOV.UK</a> )

Re-checks
None

Evaluation Declaration	
Date of Evaluation:	02/04/2026
Evaluated by:	HR Team

