LISBURN & CASTLEREAGH CITY COUNCIL
JOB DESCRIPTION

Job Reference: JF3965

JOB TITLE:	DEA Outreach Co-Ordinator
DEPARTMENT:	Leisure & Community Services
UNIT	Communities
RESPONSIBLE TO:	Inclusive Communities & DEA Officer
SALARY:	SO1
LOCATION:	Bridge Community Centre
HOURS OF WORK:	37 hours per week – evening and weekends will be required

KEY PURPOSE OF JOB:

As a member of the Inclusive Communities Team the postholder will be required to play a key role in strengthening and sustaining the local Community and Voluntary Sector (CVS) across designated District Electoral Areas (DEAs) and thematic co-operation. The post holder will provide targeted outreach, capacity-building support, funding guidance, and programme development tailored to the needs of local communities.

KEY RESPONSIBILITIES:

1. Act as a point of contact for community groups and voluntary organisations, providing practical advice, guidance and support to groups in building capacity and infrastructure in accordance with the targets, outputs and outcomes of the Council's Community Plan.

2. Provide professional community development support to improve the quality of life for individuals and groups. This should include identification of training needs and providing or signposting to appropriate training opportunities to ensure that people involved in community initiatives have the requisite skills, knowledge and ability to function effectively and independently. Develop and prepare advice guides, information notes, seminars and training sessions based on local need.

3. Identify and deliver proactive and reactive work, utilising key skills in partnership working, consultation and engagement, networking, project management and capacity building - supporting local organisations and residents to identify issues, needs and solutions to improve their community.

4. Develop and enhance working relationships with relevant partners and stakeholders to maximise corporate and community planning outcomes and to generate innovation in service delivery.

5. Establish contact and positive relationships with individuals and groups from all sections within the community through informal and formal meetings, outreach and engagement to discuss local issues, needs and demands and initiate initiatives to promote community cohesion and good relations.

6. Design, coordinate and deliver community-based programmes and events that are responsive to identified local needs and co-produced in partnership with communities to maximise participation, relevance and impact.

7. Monitor, measure and report on the impacts of interventions against the agreed standards contained within the Councils Community Support Framework.

8. Support community groups to access Council and external grant programmes, maximising funding opportunities and investment within local communities.

9. Working across the council and at a neighbourhood level, engage with the local community to support and encourage their involvement in local needs led service development. This will include the establishment of relationships and mechanisms that support effective consultation and engagement with the local community to support effective involvement in decision making processes for the development of council and partnership services.

10. Work across the Inclusive Communities & Resources team to deliver joined initiatives that contribute to Community Development, Good Relations and Facilities development.

11. Ensure compliance with Council policies and procedures and operate within the highest standards of management and personal behaviour, which reflect the core values and behaviours of the organisation.

12. Ensure all Health & Safety legislation, published relevant guidelines and Council Health & Safety policies and procedures are complied with.

13. Promote equality of opportunity and access in service delivery and in the employment of staff through the mainstreaming of equality within the Council.

14. Ensure the provision of high standards of customer care across the service and promote the service effectively and communicate in a way, which enhances and promotes the public image and overall reputation of the Council.

15. The role requires a flexible approach to working hours, including evening and weekend activity, to meet the operational demands of community-based outreach and engagement.

Note:

The postholder should be aware that the responsibilities and functional areas of the post may be subject to change as a result of organisational change. The Council therefore reserves the right to change the duties of the post by adding to or amending the range of functional responsibilities. The post holder will be required to be flexible and adaptable to meet the changing needs and requirements of the organisation.

Person Specification – DEA Outreach Co-Ordinator

	Essential Criteria	**Method of Assessment**
Qualifications & Experience	It is **essential** that applicants have a minimum of: **QUALIFICATIONS** **1.1** 2 A-Level grades A-C, NVQ Level 3 or equivalent **EXPERIENCE** **1.2** A minimum of three year's relevant experience • Proven experience of working with community and voluntary organisations. • Experience of delivering outreach, engagement or capacity-building support in local communities. • Experience working with a range of stakeholders Where applicants do not hold the qualifications as outlined in **1.1** above, they must demonstrate a minimum of 5 years' experience as above in **1.2**.	Application Form/Pre-employment check Application Form/Interview
Knowledge	A good understanding of the development needs facing local communities within Northern Ireland. A clear understanding of the principles and values of community development and the national occupational standards. An understanding of the workings of local government and the wider environment and political context in which it operates.	Interview
Skills	Strong community engagement and facilitation skills. Ability to design and deliver programmes and initiatives responsive to local needs. Excellent communication, relationship-building and partnership-working skills.	Interview

	Essential Criteria	Method of Assessment
General	A full current driving licence valid in the UK and access to a car or have access to a form of transport* that enables you to carry out the duties of the post. *Applies only to applicants who have a disability under the Disability Discrimination Act.	Application/Pre-Employment Check
	Desirable Criteria	**Method of Assessment**
General	Be available to work outside normal office hours, including evenings and weekends when required	Self-Assessment

BEHAVOURAL COMPETENCIES – REFER TO ATTACHED GUIDE 'COMPETENCY FRAMEWORK FOR LOCAL GOVERNMENT'

The following behavioural competencies have been designated as essential behaviours that should be demonstrated in order to successfully perform this role. These behaviours will be assessed during the selection process. Applicants should refer to the attached competency guide.

Factor	Criteria	Essential	Assessment Method
Behavioural Competencies	**1.1 Setting Direction** Contributes to the development of a strategy and conveys a clear vision led by being innovative ambition and proactive.	Yes	Application / Interview
	2.3 Communicates With impact Presents a positive image by communicating effectively, being resilient and treating people fairly.	Yes	Application / Interview
	3.1 Collaborating in a Political Environment – Develops and manages effective networks by establishing common ground.	Yes	Application / Interview
	3.3 Meeting Customer Needs Establishes the needs of customers and strives to ensure that these are met.	Yes	Application / Interview
	4.3 Achieving Results Takes personal responsibility for making things happen. Shows motivation and perseverance in overcoming obstacles and achieving results	Yes	Application / Interview