

Job description and employee specification

Job title:	Community Partnership Coordinator	Location:	Coleford
Reports to:	Community Engagement/Wellbeing Managers	Working hours:	37 per week Fixed term for 2 years
Job number:	TBC	Salary range:	Up to £18,000 per annum, pro rata
Supervises:	Not applicable		
Purpose:	To take a district-wide co-ordinators role in Community Safety Partnership (CSP). To provide comprehensive administrative support for the efficient and effective delivery of the Community Wellbeing service.		
Key responsibilities:	<ul style="list-style-type: none"> • To co-ordinate the CSP bi-monthly meetings, arranging relevant presentations, update the action plan and calendar of events. To take minutes of the meetings and liaise with the Chair on matters to be included. • To act as the first point of contact the CSP. • To identify opportunities within community safety, liaising with communities and partners to enhance healthier, more hospitable, safer and stronger communities overall. • Attend District-wide or County theme-related meetings (including Road Safety and Domestic Abuse and Sexual Violence Forum), as designated by the Team Manager; to maintain an up to date knowledge of community safety issues and act as support with minutes of meetings and to communicate onward any key relevant area of work within the Forest of Dean District Council to the Team Manager. • Support the writing of funding applications. • To keep records and produce regular written reports for the Office of the Police Crime Commissioner on the progress of the CSP actions and interventions. • Draft, edit, proofread and suggest changes to reports and other documents and prepare letters, forms and templates. • Collate performance data and Freedom of Information requests within specified deadlines, ensuring secure handling of confidential data and information to comply with relevant policies and legislation. • Monitor and evaluate project activities and initiatives in line with the expectations of funders and in conjunction with the line manager. • Develop a good understanding of the services available locally and signpost people as appropriate. • Accurately create and maintain databases to ensure accurate records are kept in a confidential manner and in line with relevant policies and legislation. <p>This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.</p>		

	<p>General Accountabilities</p> <ul style="list-style-type: none"> Working to add value to, and be a valued member of Publica, and to be valued by residents Prioritise conflicting work demands and progress own workload to meet deadlines Build a strong working relationship with the local District Council elected members, the Police, schools, health, housing, Parish/Town Clerks, other public sector workers and the voluntary and community sector The post holder is responsible for maintaining a safe working environment Work in compliance with the Codes of Conduct, Regulations and policies of Publica Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information 	
<p>Essential requirements, qualifications, skills and abilities:</p>	<p>Qualifications</p> <ul style="list-style-type: none"> A level, NVQ3, or BTEC Relevant professional qualification (relevant experience can be considered as an alternative) <p>Experience</p> <ul style="list-style-type: none"> An excellent working knowledge of administrative processes and systems. Experience and confidence in engaging with communities and individuals <p>Skills</p> <ul style="list-style-type: none"> Good organisational skills with ability to prioritise and work to deadlines Strong IT and administrative skills Communicates effectively at all levels (verbal and written) The ability to prioritise and organise a workload with a strong attention to detail Proactive and self-motivated with the ability to work with a degree of independence Connects easily with others Flexible, reliable, resourceful and curious Ability to maintain confidentiality in accordance with Data Protection and GDPR 	
<p>Desirable requirements, qualifications, skills and abilities:</p>	<ul style="list-style-type: none"> An understanding of working with an asset based approach in the community (ABCD) Experience in dealing with difficult and possibly hostile customers An ability to deal sensitively with others. An excellent working knowledge of administrative processes and systems, preferably within a local authority setting 	
<p>Special conditions:</p>	<ul style="list-style-type: none"> There is likely to be some work required outside normal working hours in order to be able to engage with people and deliver community activities. Opportunities to work flexibly to meet the demand of the service You will need the use of a car for work purposes. 	
<p>Date of Issue:</p>	<p>April 2019</p>	
<p>Date reviewed:</p>	<p>22nd March 2019</p>	
<p>Reviewed by</p>	<p>Name: N Mclean</p>	<p>Job title: Community Engagement Manager</p>