

JOB DESCRIPTION

Policy & Commissioning Service

Post Title: Community Development Officer (Plan for Neighbourhoods)

Post Hours: 37 hours per week

Grade: Scale 5

Responsible to: Programme Manager (Plan for Neighbourhoods)

Responsible for: N/A

Main contact associated with principal duties:

- Community and voluntary groups
 - Partner organisations
 - Local residents
 - Local businesses
 - Neighbourhoods Board
 - Elected members, and staff of Pendle Borough Council
 - Central Government Departments
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Job purpose:

This role will lead on community engagement and development for Plan for Neighbourhoods (PfN), working with a wide range of partners to develop and support the programme initiatives.

The Community Development Officer post holder will contribute to the delivery of the PfN programme by taking lead responsibility for community development initiatives in Nelson. The role will include:

1. Enabling the effective and proactive engagement of residents, businesses, voluntary, community and faith groups in Nelson.
2. Initiating projects to build the capacity of the local community to maximise the social, economic, health and environmental benefits of regeneration.

3. Coordinating and delivering the engagement needs of the PfN programme and link in with other corporate objectives across all Pendle Borough Council service areas.

Control of Resources: None

Main duties & responsibilities:

To support and empower local residents and groups to develop and participate in PfN initiatives.

1. To link up all the PfN initiatives and oversee the engagement needs of all the projects.
2. To help individuals and emerging groups develop ideas for voluntary and community action and provide relevant support services to help them achieve this.
3. To develop and promote initiatives which enable residents and groups to be involved in evaluating and monitoring the PfN programme to ensure that it is achieving its potential and maximising benefits to the local community.
4. To develop strong relationships with other agencies and networks in the area.
5. To identify other sources of funding to support the engagement of residents and groups in the delivery of the PfN programme.
6. To utilise PfN to build community cohesion, both within a specific neighbourhood, and across Pendle.
7. To organise and promote a wide range of events, networking opportunities and training and capacity building for and with the local community.
8. To use a variety of methods, including digital, to keep local residents engaged and informed about developments in their area
9. To complete relevant administrative tasks including record keeping and monitoring of activities and budgets, and the production of reports, information items and publicity for the PfN Board.
10. To deputise for the Programme Manager (Plan for Neighbourhoods) in their absence.
11. To be aware of your responsibilities under legislation relating to equalities, safeguarding and other key duties, together with the objectives and targets required in the Corporate Plan.
12. To fulfil personal requirements regarding the Council's policies and procedures, including health and safety.

13. To undertake such other associated duties as may be allocated from time to time which are commensurate with the salary grading of the post.

| Selection Criteria | Essential Or Desirable | Assessment Method |
|---|------------------------|----------------------------|
| Qualifications | | |
| 1. Degree or other relevant qualification. | Desirable | Application Certification |
| Knowledge, skills, abilities and experience | | |
| 2. A demonstrable track record of delivering community development initiatives within disadvantaged communities | Essential | Application Interview |
| 3. Experience of planning and delivering community events | Essential | Application Interview |
| 4. Good written and verbal communication skills with the ability to express complex information in plain language to a range of stakeholders including residents, community, voluntary and faith groups, councillors. | Essential | Application Interview |
| 5. Ability to work independently and as a team to manage competing demands/deadlines. | Essential | Application Interview Test |
| 6. Experience of, and proficient in the use of, Microsoft Word, Excel, PowerPoint, Outlook and social media platforms. | Essential | Application Interview |
| 7. An understanding of current regeneration programmes, including PfN and the policy and debates around community cohesion. | Essential | Application Interview |
| 8. Experience of applying for funding for community initiatives | Essential | Application/ Interview |
| 9. A good understanding of Pendle's diverse communities, both the assets and challenges, and the local community/ voluntary/ faith sector infrastructure | Desirable | Application Interview |
| 10. An ability to speak Urdu or Punjabi | Desirable | Application Interview |
| Special Requirements | | |
| 11. Commitment to working towards the Council's equality objectives. | Essential | Application Interview |

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| 12. Willingness to undertake out-of-hours working as and when required | Essential | Application Interview |
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Date: January 2025