

Job Description *Community Projects Officer*

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| Service: | PHSO | Team: | Community Projects Team |
| Location: | CCP | | |
| Salary range: | £35,235 - £39,513 pro rata (0.5 FTE) | Grade: | 8 |
| Reports to: | Community Projects Manager | Staff responsible for: | None |

Job Purpose

The Community Projects Officer is part of a small team of professionals as part of the Population Health and Strategic Operations Service which provides support and assistance to the Director of Public Health and Wellbeing in improving, protecting and promoting the health and wellbeing of Lancashire residents.

The team works in an asset based community development way to support individuals and voluntary sector organisations to deliver projects that improve health and wellbeing within the county.

Accountabilities/Responsibilities

- The role requires working independently with community sector partners to develop and support the delivery of projects to improve health and wellbeing, mainly at a community level.
- Collate and analyse data from a variety of sources and interpret findings for review by more senior colleagues and partners. This will include producing ad hoc reports or project work
- Provide information, advice and guidance to community sector partners, using technical experience and by applying best practice in community development
- Regularly communicate with other agencies and service providers to share information, build working relationships and to ensure joined up service provision
- Suggest improvements to current working methods to contribute to improvements in service delivery
- Communicating with Parish and Town Councils and regularly attending their Area Committee Meetings, to build strong working relationships

Other

- **Equal Opportunities**
We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.
- **Health and safety**
All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.
- **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**
We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.
- **Innovative**
We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.
- **Respectful**
We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.
- **Collaborative**
We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification **Community Projects Officer**

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

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| Qualifications |
| <ul style="list-style-type: none"> • Hold a recognised vocational or professional qualification plus broad experience in working with communities <u>or</u> vocational experience, demonstrating development through involvement in a series of progressively more demanding roles. |
| Experience |
| <ul style="list-style-type: none"> • Experience of working with communities • Experience of working with voluntary sector organisations • Experience of project planning and project management • Experience of partnership working with statutory and voluntary sector partners • Experience of working with Parish and Town Councils * (desirable) • Experience of seeking and securing grant funding * (desirable) |
| Essential knowledge, skills & abilities |
| <ul style="list-style-type: none"> • Understanding of the wider determinants that influence health and wellbeing, and the role of community in promoting good wellbeing • Understanding of communities, and the voluntary community faith and social enterprise sector • Skills in resolving problems and managing conflicting issues • Sound analytical and problem solving capability • Excellent written and verbal communications skills • A working knowledge of Microsoft office or equivalent. • Ability to work effectively independently and as part of a team • Ability to build and maintain effective networks and relationships • Ability to influence others based on technical or professional expertise |

Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.
- This is an essential car user post
You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive