

Hart job description and person specification

Job Description

Job title

Community Projects Officer

Department

Community

Grade

G

Salary

£35,816 - £38,294

Manager

Community Partnerships and Projects Manager

Job summary

The post will assist the Community Services Team by assisting with projects working to support the Hart community.

This role will be required to help with:

- Supporting and enabling the development of partnerships to provide support within the local community
- Participating in meetings with other local councils and Hampshire County Council to deliver health and wellbeing initiatives or processes at a local level as appropriate
- Partnership working with external organisations to facilitate the delivery of services to the community in Hart
- Communicating regularly with the wider team, the Council and Council Members to keep them informed of the progress of projects. Supporting additional identified projects.
- Supporting the co-ordination of 'Here for Hart' activities, meetings, and events.
- Research, review and assessment of various grant support funding streams.

Main responsibilities and activities

1. Assisting in the development of joint working with a range of partners organisations to provide community support
2. Arranging and administering partnership forums relevant to Community engagement
3. Working alongside key stakeholders including the Voluntary Sector and representatives of equalities groups.
4. Understanding the needs and wishes of residents and help establish measures that benefit the community.
5. Planning, organising and arranging meetings as well as administering meetings when needed.
6. Researching, reviewing and assessing best practice when working with community groups.
7. Researching, reviewing and assessing various grant support funding streams.
8. Coordinating and supporting the review of grant bids.
9. Assisting in the development of relevant strategies.
10. Responsibility for monitoring service delivery against strategies and plans, as identified by the Head of Service
11. Providing analysis and reporting on key data as required.
12. Administratively support specific projects identified by the Head of Service.
13. Collaborating on a wide variety of projects across different areas of the organisation.
14. Opportunity to lead and manage own projects.
15. Building and developing relationships across Hart and Hampshire and neighbouring Boroughs and Districts, with both public and private sector organisations.
16. Opportunity to express yourself creatively to help support with the engagement of the local community.
17. Providing a high-quality service for our residents, staff, managers, and external partners.
18. Making customers feel warm, welcome, wanted, and cared for when they are interacting with you.
19. Promoting the **HART Values** by:
 - Being **helpful**
 - Being **approachable**
 - Being **responsive**
 - **Taking ownership** of challenges and problems to ensure they are dealt with appropriately.

Standard Clauses

- To work in an internal and external customer related way in accordance with the Council's core HART values, and in accordance with adopted procedures and good practice.
- To assist in/manage the identification, development and implementation of Manual and Information Technology systems and procedures.

- To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures, and legislation.
- To comply with and/or ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.
- All employees have a responsibility to ensure they take a vigilant approach at all times to safeguard members of the public, colleagues, and themselves and that they follow adopted procedures and good practice to aid in the identification and effective reporting of any safeguarding concerns.
- In the event of a Civil Emergency to take on any new roles and responsibilities allocated by Leadership Team, and to be available to undertake any training that maybe required to fulfil this role.

Hart District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must cooperate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

This is not a complete list of all the responsibilities and activities of the job. Some responsibilities and activities may change to meet service needs. These changes will be discussed with the post holder and will not significantly affect the nature or level of responsibility or job grade.

Person specification



Job title

Community Projects Officer

The HART Values

We aim to recruit candidates who are committed to our core values. We want customers to feel warm, welcome, wanted and cared for when interacting with Hart District Council.

To achieve this, all staff should promote the **HART Values** by:

- Being **Helpful**
- Being **Approachable**
- Being **Responsive**
- **Taking ownership** of challenges and problems to ensure they are dealt with appropriately.

The following table sets out the essential and desirable attributes we are seeking for this role.

Attributes	Essential	Desirable	Evidence
Education and qualifications	Education to A-level or equivalent standard	Education to degree level or equivalent qualifications	Application form and certificate

Attributes	Essential	Desirable	Evidence
Experience and knowledge	<p>Experience of liaison and negotiation with partners including voluntary agencies</p> <p>Knowledge or a demonstrated understanding of community engagement and equality and diversity</p> <p>Committed to providing high-quality customer service</p>	<p>Involvement in collaborative multi-agency projects</p> <p>Good understanding of the Public Sector Equality Duty</p>	Application form and interview

Attributes	Essential	Desirable	Evidence
Skills and abilities	<p>Excellent interpersonal skills, able to engage with individuals across all levels of society</p> <p>Excellent communication and negotiation skills, including written communication skills</p> <p>Excellent listening skills to comprehend the needs of Hart residents</p> <p>Ability and confidence to organise, arrange and administer multi-agency meetings</p> <p>Good project management skills</p> <p>Ability to make customers feel warm, wanted, welcome and cared for</p> <p>Ability to take ownership of tasks, challenges, and problems to achieve an appropriate outcome</p> <p>Computer literate and proficient in Microsoft Office software</p>		Application form and interview

Attributes	Essential	Desirable	Evidence
Personal qualities	<p>Innovation and Drive</p> <p>Ability to work under pressure and manage a busy workload</p> <p>Ability to manage own time</p> <p>Ability to work as part of a team and/or alone as required and use own initiative</p> <p>Creative thinker</p> <p>Commitment to professional and personal development</p> <p>Commitment to delivering the best possible services for residents, and internal and external customers</p>		Application form and interview
Other working requirements	Ability to attend meetings out of hours when needed		Application form

Signatures:

Job-holder

Manager