

Job Description

Department:	Communities and Safety
Division/Section:	Integration
Job Title:	Community Connector
Post No:	
Grade:	8
Reports to:	Director, Community and Safety through Head of Community Resilience and Integration
Organisation Chart: Show immediate manager and any jobs reporting to this post.	<div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Service Director, Communities and Safety</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">*Assistant Director, Housing Communities and Youth</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">*Community Capacity Manager</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">x 2 Community Connectors</div> <p>(* Line Management subject to Structural Review)</p> </div>
DBS Check applicable?	Basic Standard Enhanced None
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes No

Line Management responsibility for:	<p>No. of direct reports:</p> <p>No. of indirect reports:</p>
Size of budget:	under £50 K (accounting only)
Job Purpose:	<ol style="list-style-type: none"> 1. To be a key member of the Communities and Safety Directorate , with a focus of promoting Asset Based Community Development (ABCD) approach and developing more integrated communities in respective areas of responsibility. 2. To identify and and support volunteers and people within the community as ABCD champions. 3. To promote community led activities which meet the priorities of the local community and result in a reduced, prevented or delayed call of demand on Council and partner services. 4. To map and support community assets in order to promote community integration across all communities including protected characteristic groups <ul style="list-style-type: none"> • identifying contacts within targeted community groups, establishing engagement networks, and developing a closer understanding of the social issues faced by the community • identifying and developing projects which can be delivered by or in close partnership with communities to address identified needs • facilitating activities including arts, craft, culture and sports in order to bring communities together, to enhance community integration and improve linkages between the targeted community, wider communities, the Council and our partners 5. Strengthen community health and well being to support community spirit that helps people take responsibility for their future and develop sustainability. 6. Motivate families and individuals who are experiencing unemployment or under employment to move them to achieve their full potentials in labour market as well as enhance their community participation

Main Duties and Responsibilities:

1. Map community assets by empowering people to identify, share, build and make use of individual skills and other community resources, enabling connections between individuals of all cultures and backgrounds in order to promote a more integrated and resilient community environment.
2. Identify, mobilise and celebrate the natural community champions who are already bringing people together within their neighbourhoods and facilitate new connections.
 3. Establish linkages with key community leaders and individuals, build rapport based on shared assets and identify solutions to build skills, community activities, making best use of the resources available to them;
 4. Engage with the targeted community through new and established activities and where necessary, facilitate forums to bring the community together to identify and address their needs making best usage of the available community assets.
 5. Develop community-led events (such as World cafe' event) and activities to support the lifestyle choices that improve health and well being of people in communities.
 6. Improve signposting and access for individuals and communities from diverse background with arts and crafts, physical activity and sports, cultural and life enhancing skills, hobbies and interest and others, enabling the development of skills and community integration.
 7. Facilitate resident-led action around the five ways to wellbeing: Keep active, Connect, Take Notice, Learn, Give.
 8. Facilitate diverse reflective practice groups which build and develop personal skills to apply through community engagement at all levels and with other partners.
 9. Train up to 20 ABCD Guides representatives of Peterborough's diverse community in the principles and practice of the ABCD approach, adopting a 'train the trainer' approach in order to develop long term sustainability ensuring delivery of outcomes for the duration of the project and beyond.
 10. Enable individuals who are unemployed or under-employed to develop skills, moving them towards their full potentials in labour market.
 11. Develop an asset based (ABCD) approach to volunteering opportunities expanding the existing pool by developing creative community led opportunities and through co-production with community champions and the community builders.
 12. Promoting the utilisation of resources (including libraries, schools community centres and others) to enable the development of and access to community assets.
 13. Work with service providers to seek Investment in community resources based on what is learnt from the asset mapping exercise.

14. Link with the other Integrated Communities Projects and other community projects to ensure Community Connectors and community champions are supported to participate in these projects.

15. Achieve set targets and outcomes and help to ensure monitoring is completed to evidence impacts and submit reports for scrutiny by Integrated Communities Strategy Programme Board.

Information & Process Management

1. To develop, co-ordinate and monitor the systems that support community participation, develop process management systems where necessary to ensure that team's activities are delivered effectively, on time, to target and within budget.
2. To gather meaningful feedback including case studies from local projects and assist with the evaluation of the impact that the team, community and partnership activities are having or are expected to have. Make recommendations for service delivery changes accordingly.
3. To lead on the development, promotion and maintenance of systems and resources accessible by communities that will be a central hub of information & resources to support community participation and integration.
4. Ensure Communities, wider council staff and partners are aware of resource availability by supporting the team with the delivery of a communications strategy and co-ordinating responses to ensure process management systems always remain up to date.
5. Under the direction of the team manager contribute to discussions with service providers and other stakeholders in order to encourage them to develop and deliver their services in new and innovative ways that meet local need and expectation. Identify & make recommendations for the implementation of best practice as appropriate.
6. To process all financial transactions in line with PCC procedures for all commissioned activities under the guidance of the team manager.
7. To link all partnership activities to those commissioned by the team.

Generic

To carry out all responsibilities with regard to the Council's Equalities Policy and

Responsibilities:	<p>Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
Flexibility Clause:	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.</p>
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

DATE: Jan 2019

COMPLETED BY: Jawaid Khan