



Job Description

Department: Communities and Safety

Division/Section: Integrated Communities team

Job Title: Integrated Communities Project Coordinator

Post No:

Grade:

Reports to: Integrated Programme Manager

Organisation Chart:

Show immediate manager and any jobs reporting to this post.



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: No. of direct reports: 0

No. of indirect reports: 0

Size of budget: £450,000

Job Purpose: To oversee the timely delivery of key projects within Peterborough's Integrated Communities Strategy, including developing some aspects of delivery, monitoring contracts with external providers, and reporting on progress to the Integrated Programme Manager.

To act as the operational lead officer for the development and delivery of Peterborough's Integrated Communities Fund - a £300,000 grant fund for community groups.

Manage the contract and oversee delivery of a new Time Credits programme in Peterborough.

Main Duties and Responsibilities:

1. Oversee the delivery of the projects being delivered within the “Bringing Communities Together” theme of Peterborough’s Integrated Communities Strategy

- Manage contracts with external organisations. Ensure contracts deliver to time, on budget and to the agreed quality standards. Be responsible for ensuring monitoring is undertaken as agreed within the contract.
- Report on delivery progress to the Integrated Programme Manager, including drafting reports, identifying risks and issues, and sharing successes. Establish relationships with all stakeholders delivering work within this theme, acting as the first point of contact within the Council for queries and support.
- Build and encourage connections between all integration-focussed projects within the “Bringing Communities Together” theme
- Identify opportunities to add value to planned projects
- Identify and manage the connections and dependencies between projects to make sure that all providers have a clear understanding of the range of activity within an areas
- Lead on the collection of case studies from work being delivered under this theme, to include in Peterborough’s communication materials.
- Contribute to the development of planned projects alongside Council officers and external organisations so that they become fully operational.

2. Lead the effective development and delivery of Peterborough’s Integrated Communities Fund

- Lead the development of the application process for the Fund, drafting additional paperwork (letters, spreadsheets etc) where required and liaising with other departments across the Council.
- Coordinate the Fund process across all stakeholders, communicating effectively with Members, officers and external Partners and groups to ensure the application, judging, payments, delivery, monitoring and evaluation processes operate smoothly.
- Manage the budget for the Communities Fund and lead the process for awarding funding to external organisations
- Act as an ambassador for the Fund, promoting the Fund and helping community organisations understand the outcomes it seeks to achieve. This includes planning and drafting targeted communication across the Council, Partners and community groups.
- Lead workshops to support community groups with the application process, including seeking expert input from Council officers and Partners.
- Support unsuccessful applicants to develop bids to meet the criteria or signpost to alternative funding sources.

3. Lead the development of Time Credits within Peterborough

- Lead on setting up a Time Credits programme in Peterborough alongside a national specialist organisation, providing local knowledge and community connections to enable the development of a strong programme rooted in the local community.
- Manage the contract and budget to ensure the successful delivery of the Time Credits programme
- Champion the programme internally within Peterborough City Council – both with Councillors and with officers
- Develop close partnerships with voluntary and community sector organisations in local areas to encourage participation in the programme.

4. Lead the implementation of 'Peterborough Citizens'

- Lead on setting up a civil society alliance, supporting local organisations to work together on issues that unite them.
- Manage the Peterborough Citizen's contract. Be responsible for ensuring milestones, monitoring and quality commitments outlined in the contract are met.
- Be the main point of contact between Citizens UK and the City Council.
- Support Citizens UK in the delivery of a series of Listening Campaigns to uncover common concerns and build commitment to action
- Champion the programme internally within Peterborough City Council – both with Councillors and with officers

5. Manage the delivery of other projects as identified

- Develop links between projects to ensure a reduction on City Council services.
- Lead on establishing and delivering projects within the Integrated Communities Strategy and wider.
- Develop good relationships with voluntary and community sector organisations in order to deliver specific projects or activities.
- Use partnership working skills to develop and deliver innovative ways of working.

Generic Responsibilities: To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

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.

Flexibility Clause: 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.

Variation Clause: 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.

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.

DATE:

COMPLETED BY: