

PETERBOROUGH



Job Description

Department:	Communities and Safety
Division/Section:	Think Communities Team
Job Title:	Place Coordinator
Post No:	TBC
Grade:	11
Reports to:	Cambridgeshire and Peterborough Think Communities Manager
Organisation Chart: Show immediate manager and any jobs reporting to this post.	Cambridgeshire and Peterborough Think Communities Manager Think Communities Place Coordinator Hub Navigator & Community Engagement Coordinator & Think Communities Project Officer
DBS Check applicable?	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> None <input checked="" type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Line Management responsibility for:	No. of direct reports: 3 No. of indirect reports: 2
Size of budget:	£ 1 million
Job Purpose:	Think Communities is at the heart of changing the way the public, private and voluntary sector work together with communities in Cambridgeshire and Peterborough. By recognising the role of communities, supporting local delivery by those who know their residents best and championing our diverse communities, we will improve the outcomes for people, creating places where people can feel safe, healthy, connected and able to help themselves and each other.

	<p>To deliver this we are looking for an inspirational person who will join us as a Think Communities Place Coordinator for Peterborough, responsible for pioneering this new way of working.</p> <p>Think Communities Place Coordinator's will</p> <ul style="list-style-type: none"> · Work with public sector boards to shape strategic priorities, share the progress of place team and community activity and develop a system wide approach to unblocking barriers that slow or stop locally led activities or ambitions. · Develop a shared understanding of community assets, the local priorities of the public sector partners and those of the people who live there. · Create a culture and environment where a coordinated public sector helps local people deliver local solutions to local concerns, resulting in well –connected communities that happily need less intervention by public services · Assist with overseeing the Peterborough Hub and Covid-19 community engagement work, reporting into relevant forums (Rapid Response Team, Covid Vaccine Confidence Group and Safer Peterborough Partnership Delivery Group) to support COVID 19 compliance and vaccine confidence.
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Main Duties and Responsibilities:

- Build and sustain trusted, strategic level relationships, connecting people and organisations from across the public, private, voluntary and community sectors including health, social care, natural local leaders and others who are all passionate about aligning priorities and working together in a shared approach. Direct and indirect line management responsibility.
- Use consistent and open communication to create a culture and environment where innovation can thrive and a coordinated public sector represent themselves and each other in communities. Be an advocate across the public sector as an ambassador of the Think Communities approach by leading on partnership working and supporting local and public sector priorities.
- Tell the story of the impact of the Think Communities approach on public services and the community. Evaluate successes and share learnings.
- Oversee projects and contract management including those linked to Covid-19 priorities (vaccine confidence, compliance and recovery) and wider place-based work supported by community engagement coordinators, community connectors and the Peterborough Hub.
- Programme and budget management for the Integration Area Programme funded by MHCLG.
- Deliver information via reports and presentations to senior leaders and public sector managers on community activity, assets and capacity.
- Act as the voice for communities and their place where they are unable to represent themselves and be responsible for and taking a lead on developing a system wide approach to unblocking barriers that slow or stop locally led activities or ambitions.

- Lead on building and enabling community capacity through partner engagement with local organisations and the local community, encouraging and supporting innovation and local solutions and fostering networks of community groups and organisations to learn from and support each other.
- Contract overview and management for VCS organisations, ensuring legal, governance and financial processes are followed.
- Have an overview of the Peterborough Hub (providing support to Peterborough residents impacted by Covid-19) and the type of requests being made, responding to community needs, problem-solving, and developing a longer-term vision.
- Contributing to the development of strategic priorities for Think Communities and more widely.
- Representing Think Communities at key meetings, including; Rapid Response Team, Vaccine Confidence, Peterborough Food Partnership, How are You Peterborough, VCS Forums, Safer Peterborough Partnership, Litter Picking Partnership and Integrated Neighbourhood meetings, amongst others.

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: 6/7/21

COMPLETED BY: Emma Humphrey

PETERBOROUGH



Person Specification

JOB TITLE: Place
Coordinator

POST NO: TBC

GRADE: 11

DEPARTMENT: Think Communities

HOURS: 37hrs/wk

DIVISION: Communities and Safety

DIRECTOR: Adrian Chapman

DATE: 06/07/21

COMPLETED BY: Emma Humphrey

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<p>Policies and practices in relation to people, places and systems.</p> <p>Multi-agency partnership working and relationship management.</p> <p>Community engagement and community development techniques (e.g. Asset Based Community Development; strength based approaches)</p> <p>Leading, mentoring or managing people, organisations and partners</p> <p>Identifying and accessing funding for community led action or activity.</p>	<p>Different interventions and funding opportunities which support and improve the lives of people in our places</p>

	<p>Expert knowledge of project and programme management tools and approaches</p> <p>Detailed knowledge of budgetary control processes.</p>	
<p>SKILLS & ABILITIES</p>	<p>Proven ability to use Microsoft Office applications such a Outlook, Word, Excel and PowerPoint and conduct web based research</p> <p>Ability to plan and prioritise complex and effective programmes of work, and identify issues and implementable and creative solutions</p> <p>Flexible strategic thinking and a solutions-focussed approach and the ability to lead others to operate in that way</p> <p>Excellent interpersonal, communication and presentation skills, both written and spoken to communicate with people from public, private, health, social care, community and voluntary sector relevant to the place and /or projects.</p> <p>Ability to quickly develop trusted working relationships drawn from a wide range of public, private and health sectors, social care, voluntary and community sector, community leaders and other capable people, utilising the strengths of the diverse range of those involved.</p> <p>Ability to write reports and present complex information in an easily accessible and understandable format to suit different audiences.</p> <p>Demonstrate passion about the difference well-connected communities can make to the lives of residents and to the demands on public sector services</p>	

	<p>Political astuteness and sensitivity, communicating with diplomacy and tact.</p> <p>Ability to work independently but also as part of a team making and maintaining good relationships at all levels.</p> <p>Ability to use sound judgement and make informed decisions</p> <p>Ability to work innovatively</p> <p>Ability to develop trusted working relationships with a wide range of people</p> <p>Ability to travel to meet the requirements of the post.</p>	
<p>EXPERIENCE</p>	<p>Working in a local government, other public or voluntary sector environment, with experience of working across those different systems.</p> <p>Budget Management experience; Excellent numerical reasoning and analytical skills sufficient to support robust financial analysis and planning.</p> <p>Developing, managing and maintaining effective relationships with a variety of staff, elected members, partnerships, stakeholders, and community groups</p> <p>Supporting community projects and initiatives.</p> <p>Presenting information to stakeholders, voluntary and community groups</p> <p>Working collaboratively with a variety of community groups or partners</p>	<p>Leading and managing a multiagency team.</p> <p>Developing community projects that meet the needs of local residents.</p> <p>Working with and reviewing local government policies and strategic priorities</p>

	Event organising, project management and facilitation at local events or workshops.	
EDUCATION/ QUALIFICATIONS	Educated to degree level in a relevant discipline or equivalent demonstrable experience in a relevant field.	Evidence of continued professional development
EQUALITY	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	