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|  | | | | JOB DESCRIPTION | | | Form JD1 |
| **JOB TITLE:** Community Involvement Officer – Food Insufficiency | | | | | **POST NUMBER**: | | |
| **REPORTS TO** | | | | | Communities Team Manager | | |
| **DEPARTMENT:** Communities and Prevention | | | | | GRADE: 8 | | |
| **JE REF:** | | | 0199 0322 | | PANEL DATE: | 15/03/2022 | |
| **1.** | **MAIN PURPOSE OF JOB**  To develop and maintain an up to date understanding of access to food and issues of food insufficiency, map existing food projects and resources in York and identify potential solutions.  To facilitate and encourage networking and ensure the effective flow of information to and from partners and local communities.  To facilitate a community development approach to addressing food poverty.  To work collaboratively across the organisation and with partners including schools, businesses and voluntary and community organisations to support and develop activity which contributes to the following outcomes for York residents:   * improved access to food where needed, * improved health, * reduced isolation and * reduction in food waste.   Develop mechanisms to measure food insufficiency and success of projects/programmes. | | | | | | |
| **2.** | **CORE RESPONSIBILITIES, TASKS & DUTIES:** | | | | | | |
|  | I | To work closely with local communities and food projects to further develop activities that incorporate healthy food provision across the city, responding to gaps in provision and local need. | | | | | |
|  |  | To work with informal foodbanks/projects across the city to develop an understanding of the current levels of usage and key issues. | | | | | |
|  | ii | To research and discover examples of good practice to inform and develop local practice. | | | | | |
|  | iii | Disseminate local intelligence, available data and feedback from residents and partners to support and develop local priorities to help shape service delivery. | | | | | |
|  | iv | Develop, monitor, and maintain a project plan and associated project documentation. This will include timelines, key milestones, risks, and mitigation. | | | | | |
|  | v | To lead the monitoring, recording, auditing and communication of project progress at clearly defined milestones. | | | | | |
|  | vi | Ensure that protocols are implemented and adhered to in relation to the spending of funds. | | | | | |
|  | vii | Organise and lead a Food network and to connect to other key networks across the city e.g., Multiple Complex Needs network. | | | | | |
|  | viii | Ensure the frequent and effective flow of information between the local authority and key partners, schools, businesses and voluntary and community organisations. | | | | | |
|  | ix | Develop effective relationships with voluntary and community organisations and private businesses and encourage local collaborations to address identified need. | | | | | |
|  | x | To support and develop the involvement of community hub sites, food share projects and community support activities and to increase the use of these by local residents, particularly those with low income. | | | | | |
|  | xi | Ensure that engagement and involvement methods connect and support the strategic vision of the authority and its partners, including the Council Plan. | | | | | |
|  | xii | Work in the development of funding applications to increase community capacity and secure continuity of role. | | | | | |
|  | xiii | Gather relevant information and write articles for inclusion in the range of publications. | | | | | |
| **3.** | **SUPERVISION / MANAGEMENT OF PEOPLE**  Direct - Indirect - multiple (supporting partners and volunteers)   * Liaise with corporate Business Support team, with day-to-day administrative tasks associated with the work of the CIO (Food) * Support co-ordination of the activity of a wide range of partner and community engagement activity. * Co-ordinate activity of volunteers. | | | | | | |
| **4.** | CREATIVITY & INNOVATION  * The postholder will need to be creative and innovative in the development of increased engagement and involvement. * The postholder will identify, interpret and understand the issues and challenges of food insufficiency across the city working with communities and partners to support the development of innovative solutions. * The postholder will need to be able to deal with different sectors of York’s communities devising different engagement tools which will work for them and are sensitive to their needs. * With support from the council’s Communications team utilise a range of promotional methods to promote all aspects of the neighbourhood model as it relates to the full Council approved a motion supporting York Residents’ Right to Food. * The postholder will sensitively facilitate individuals, organisations and partners with potentially differing opinions, service needs and pressures, creatively developing and maintaining partner relationships to deliver the desired engagement and involvement outcomes for communities. | | | | | | |
| **5.** | CONTACTS & RELATIONSHIPSInternal  * Day to day contact with managers and officers within the Communities and Prevention Team. Regular contact with colleagues, peers and senior officers within the council. * Day to day contact with the Community Involvement Officer (HAF) to maximise the opportunities for local families. * Regular contact with elected members requiring robust political awareness. You must be able to balance the needs of the service and the requirements of elected members in a sensitive manner which is a difficult and complex skill. * Regular contact with the Communications team to contribute to council publications to ensure accurate and timely information is conveyed to residents and partners.   **External**   * Wide ranging contact with public, private, statutory and voluntary sector organisations at a senior level. The postholder will provide the main engagement point between the council and external organisations with respect to Food Insufficiency. * Regular liaison with key local partners through the Food Network and the Financial Inclusion Steering Group and national partners through meetings and events. * The post holder will be required to represent CYC at partnership meetings at a local, regional or national level and deal with community leaders, representatives and local organisations. * You will sensitively facilitate individuals, organisations and partners with potentially differing opinions, service needs and pressures, creatively developing and maintaining partner relationships to deliver the desired engagement and involvement outcomes for communities. | | | | | | |
| **6.** | **DECISIONS – discretion & consequences**  The decisions made by the post holder have a direct link on the quality of the service and a direct political link.   * The success of the project has a direct impact on the availability and range of support for local residents. * The postholder will support the wider team in developing new methods and practices for increasing engagement and involvement across a wide range of sectors of York’s communities taking account of the need to ensure inclusivity and maintain the reputation of CYC as an inclusive council. * The post holder, whilst working within the framework of the Council’s constitution and relevant processes and procedures, will have some discretion in terms of the work delivered. | | | | | | |
| **7.** | **RESOURCES – financial & equipment**  *(Not budget, and not including desktop equipment.)*  Description Value £2,000   * Has office equipment including mobile phone and iPad * Community meeting/event equipment including PA system, hearing loops, display boards - * Has financial responsibility for monitoring of external grants/commissions projects and funding to external organisations. | | | | | | |
| **8.** | **WORK ENVIRONMENT – work demands, physical demands, Working conditions & work context** Work demands  * The work covers a wide range of activities (with often conflicting or short notice demands) the CIO (Food) must ensure that the service objectives are still met by rearranging and reprioritising work to accommodate this. * Diplomatically justify decisions made to Partners and communities with reference to the Council’s Constitution and Financial Regulations.  Physical demands  * Occasionally based in the community, this will involve the use of computer equipment including laptop/iPad throughout the working day. * Setting up of community events/meetings including PA system, hearing loops, display boards and tables and chairs. Some of the equipment requires an above normal level of effort to set up.  Working conditions  * The working environment is home and office based, and will involve offsite visits and attendance at evening meetings, and on occasional weekends, at venues, including outside, in communities with the public or with partners.  Work context  * Normal business operating hours, however, the post holder will be expected to attend, facilitate and support officers and groups for evening, and on occasional weekend, meetings and events. * In delivering some of the tasks the postholder will be lone working. * The neighbourhood approach focuses on contact with communities and partners as such they may be subjected to confrontational and/or aggressive behaviour. * Present reports to the public, community and voluntary sector. | | | | | | |
| **9.** | Knowledge and Skills  * Practised engagement and involvement approaches within all sectors of the community. * Demonstrable ability to communicate clearly and effectively with communities and partners at all levels * Ability to plan and manage own workload. * An understanding of the government drivers to devolved funding at a local level that aims to increase engagement and involvement across all sectors of the community. * The ability to work creatively taking learning about the local neighbourhoods and the communities living within them to support the development of relevant engagement methods. * Experience of, providing and promoting mechanisms to develop local democracy and devolved decision making. * Excellent ability to communicate clearly and effectively, using a range of methods, with a variety of customers, officers, elected members and stakeholders. * Understanding of local government structures, operations and decision-making processes. * An ability to make strategic links between how the work of the team fits into the strategic and corporate direction of the authority. With emphasis on the role of elected representatives and the roles of other parts of the council and partners in working together on a neighbourhood level. * Experience of successful partnership working with public, private and voluntary sectors and experience of networking at a local, regional and national level. * Excellent project management skills with the ability to drive innovative work both within the staff base of the Communities team and with other partners. * Experience of budget monitoring and reporting. * Knowledge and experience of utilising a variety of promotional methods e.g., social media * Knowledge of external funding mechanisms   **Ability to converse and provide advice and guidance to members of the public, in spoken English, to Common European Framework of Reference for Languages (CEFR) - level C1** - Effective operational proficiency or advanced - Can express him/herself fluently and spontaneously, almost effortlessly. Only a conceptually difficult subject can hinder a natural, smooth flow of language | | | | | | |
| **10.** | **Position of Job in Organisation Structure**  Job reports to:  Communities Team Manager  **THIS JOB**:  Jobs reporting up to this one:  None | | | | | | |