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|  | | | | JOB DESCRIPTION | | | Form JD1 |
| **JOB TITLE:** Community Involvement Officer – Holiday Activities and Food | | | | | **POST NUMBER**: | | |
| **REPORTS TO** | | | | | Communities Team Manager | | |
| **DEPARTMENT:** Communities and Prevention | | | | | GRADE: 8 | | |
| **JE REF:** | | | 0198 | | PANEL DATE: | 15/03/2022 | |
| **1.** | **MAIN PURPOSE OF JOB**   * To manage and co-ordinate schools, childcare providers, third sector and voluntary organisations in the delivery of the Department for Education (DfE) Holiday, Activities and Food programme. * To maximise engagement with the Holiday, Activities and Food programme through developing effective communication strategies. * To develop and implement monitoring, evaluation and quality framework standards across the programme. * To understand and respond to DfE monitoring and evaluation processes. | | | | | | |
| **2.** | **CORE RESPONSIBILITIES, TASKS & DUTIES:** | | | | | | |
|  | I | To work closely with local communities and activity providers to further develop sports, arts and play activities that incorporate healthy food provision across the city, responding to gaps in provision and local need. | | | | | |
|  | ii | Manage the commissioning of activity and food providers and co-ordinate delivery against DfE priorities and funding specifications. | | | | | |
|  | iii | Develop collaborations between community provision, activity and food providers that support and sustain a programme of holiday hunger provision. | | | | | |
|  | iv | To lead the monitoring, recording, auditing and communication of project progress at clearly defined milestones. Within this the process to lead the timely delivery of the agreed achievements and that the project delivered on time, within budget and meets the grant conditions of the Department of Education. | | | | | |
|  | v | Understand the grant conditions from the Department of Education and liaising with DfE appointed support to meet these conditions and timescales. | | | | | |
|  | vi | Ensure that protocols are implemented and adhered to in relation to the spending of funds. | | | | | |
|  | vii | Organise and lead steering groups, partnership meetings and local authority meetings where required to provide timely updates on the project. | | | | | |
|  | viii | Ensure the frequent and effective flow of information between the local authority and key partners, schools, providers and community organisations. | | | | | |
|  | ix | Develop, monitor and maintain a project plan and associated project documentation, including a risk register to facilitate robust project reporting. This will include timelines, key milestones, risks and mitigation. | | | | | |
|  | x | Develop effective relationships with community organisations, activity providers and private business/food providers to work collectively in delivering the programme as economically as possible, using local providers and supporting local economy as far as possible. | | | | | |
|  | xi | 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 families, particularly those with low income. | | | | | |
|  | xii | To develop an effective referral system that encourages programme take up from eligible (Free School Meals) and SEND families. Working with schools and internal partners to create up to date intelligence and effective marketing of the programme. | | | | | |
|  | xiii | Work directly with schools to create a list of named school staff who will be the school lead on HAF in each school and provide these staff with up to date information and referral methods where appropriate to ensure maximum take up from eligible families. | | | | | |
| **3.** | **SUPERVISION / MANAGEMENT OF PEOPLE**  Direct - None  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 (HAF) * 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 with the HAF programme. In doing this they will need to take account of the DfE HAF programme guidance and grant conditions. * The postholder will identify, interpret and understand the issues and challenges for families 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 HAF programme. * 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 and Education and Skills teams. Regular contact with colleagues, peers and senior officers within the council. * Day to day contact with the Community Involvement Officer (Food) 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 families 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 the HAF programme. * Regular liaison with key local partners through the HAF Steering Group and national partners through programme 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 of future funding and therefore the range of support for local families. * 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 (HAF) 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 to promote HAF Programme * Knowledge of external funding mechanisms | | | | | | |
| **10.** | **Position of Job in Organisation Structure**  Job reports to:  Communities Team Manager  **THIS JOB**:  Jobs reporting up to this one:  None | | | | | | |