


Job Description			 Nottinghamshire County Council
Title Neighbourhood Co-ordinator	Department Place	Post Ref 4419	
JOB PURPOSE To provide support and direction to communities so that they can find sustainable and effective solutions which support the Council's aim to share responsibility with individuals, families and communities to maintain people's independence.			
Key Responsibilities The post holder will be required to: <ul style="list-style-type: none">• identify & map community assets and skills in relation to loneliness and isolation;• ensure that local people are consulted and have their say;• build links with existing groups and partner agencies;• develop new resources in dialogue with the community and partner agencies – which have the impact of preventing or delaying the need for statutory health & social care services;• mobilising local people to take part in Social Action at a neighbourhood level (using approaches such as appreciative inquiry, participatory appraisal, community organising, asset based community development)• evaluating existing programs delivered by the council, partners the local community and best practice outside of Nottinghamshire;• working with and referring to other agencies and services (e.g. Connect Service)• liaising with interested groups and individuals to set up new services;• helping to raise public awareness about loneliness and isolation in the locality;		Key Accountabilities <ul style="list-style-type: none">• To provide accurate information to allow proper performance management of policy areas and projects.• To ensure effective, positive communications of relevant Council projects and priorities.• To manage budgets and other resources in line with relevant Council policies and frameworks.• To take personal and proactive responsibility for own performance.• To demonstrate a proactive, flexible and responsive approach to the role within a changing environment.	

The post holder will perform any duty or task that is appropriate for the role described	

Person Specification	
<p>Education and Knowledge</p> <ul style="list-style-type: none"> • educated to degree level or equivalent; • knowledge of the key drivers affecting local authorities; • understanding of the equality and diversity agenda and its impact on the community & voluntary sector • understanding of the roles and functions of all the tiers of local authorities • knowledge of community and voluntary sector developments including legislation changes and funding streams 	<p>Personal Skills and general competencies</p> <ul style="list-style-type: none"> • A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff • Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers. • Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available • Ability to meet agreed objectives and delivery targets by the effective use of resources. • Interpersonal skills, to engage, consult, and develop constructive relationships with others including partners • Communication skills, written, oral & listening • Research and report-writing skills and the ability to interpret or present data; • Knowledge and understanding of community and social issues
<p>Experience</p> <ul style="list-style-type: none"> • three years' recent experience working in or with a community & voluntary sector setting • partnership working with statutory organisations and the community & voluntary sector; • developing and delivering new initiatives in the community and voluntary sector and evaluating their outcomes; • writing and presenting committee reports • developing policy and strategy documents • using problem solving techniques in addressing complex and emerging issues in localities • performance management systems 	

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| | <ul style="list-style-type: none">• A non judgemental and positive attitude• Creative thinking and problem-solving• An understanding of how public sector bodies work and how they interact with the community & voluntary sector• Compassion and the ability to empathise with people's life experiences• Advocacy and networking skills• Ability to identify and pursue sources of funding• Politically astute and able to deal with complex and sensitive relationships effectively• Ability to work under pressure and to tight deadlines• Self- motivated and committed to producing work of a high quality• Well organised, flexible and able to respond to changing situations• Ability to work well on own initiative and cooperatively as part of a team• Ability to use problem solving techniques in addressing |
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	community issues in localities • Current driving licence
<i>Role Dimensions</i> Financial responsibility will be agreed with the Team Manager There are no direct line management responsibilities attached to this post unless otherwise delegated by the Team Manager	

Date 26th April 2017

Tier 7 – Experienced/Professional Staff