

Job Description

Service:	Community Development
Job title:	Community Development Officer
Grade:	F
Hours of work:	37
Responsible to:	Public Protection Manager
Responsible for	
Direct reports:	0
Indirect reports:	0
Budget:	0

Purpose of Post:

The Community Development Officer will be responsible for providing leadership and direction in the development and implementation of community initiatives that will directly contribute to achieving the priorities set out within the Corporate Plan. The post holder will collaborate with key stakeholders, ensuring the effective delivery of programmes aimed at improving quality of life for all residents within the district and creating a better Huntingdonshire for future generations.

The primary objective of this role is to proactively address community needs, build capacity within local populations, and promote early intervention strategies to improve resident outcomes. The post holder will be responsible for identifying the needs of our communities, developing and implementing targeted interventions, and advocate for sustainable solutions that tackle the root cause of the issue.

Working with new and existing communities as well as new arrivals to the district in the form of refugees or those re-locating, you will tackle challenges with a 'can do' attitude. A passionate problem solver, you will confidently work with a range of professionals to understand the issues and find a way to tackle them. This may involve hosting and chairing meetings where representatives from internal services and external organisations are tasked with actions and you will hold them to account. Ensure that Town, Parish and District Councillors are briefed on matters relevant to them and provide written reports and attendance and presentation at committees and public meetings as requested.

You will work alongside the community and voluntary sector to prepare, write and present funding applications, approach and pitch to local businesses and partner organisations and lead on the commissioning of services in response to residents identified needs.

The role will be instrumental in supporting the foundational elements of a 'good life', including personal independence, economic prosperity, strong social connectivity, thriving community environments, and robust health and wellbeing. The post holder will work innovatively to ensure that residents have access to essential resources and services such as health, education, employment, and financial stability that in turn will enable them to flourish.

Key deliverables:

- You will engage, develop and facilitate networks involving statutory and community organisations, promoting collaborative solutions to address local needs and enhance support for our residents in line with HDC's strategic priorities.
- You will proactively identify gaps in local service provision and develop strategies to address them through collaboration with partners, communities, and groups.
- You will facilitate and chair groups made up of statutory and community organisations, ensuring that operate efficiently and effectively and that tasks allocated are completed.
- You will provide advice, funding support, promotional assistance and implement strategies to ensure the long-term sustainability of community groups and initiatives, supporting their continued success.
- You will produce data-driven reports to support informed decision-making and contribute to the development and implementation of evidence-based strategies. You will inform strategic decisions through data analysis, and guide project alignment with HDC's corporate priorities, enabling resident-led initiatives.
- You will oversee funding awarded to support our refugee cohorts, ensuring compliance with financial regulations.
- You will contribute to the development of preventative strategies, enabling early access to support services and contributing to the Council's priority of preventing crisis.
- You will provide access to clear and accessible information and guidance, including policy changes for asylum and refugee matters.
- You will lead the council's refugee and asylum work, providing direct support to vulnerable individuals, identifying and addressing service gaps, and ensuring effective reporting to the Home Office.
- You will play an active role in the delivery of the Community Health and Wealth Building Strategy and the awarding and distribution of the associated funding stream.
- You will work with Registered Providers and developers in areas of the district where new homes are being built. Providing expertise, you will work alongside other professionals to offer advice and guidance on the physical and emotional needs of new communities that ensures that they remain resilient.

- Work alongside partner agencies and organisations to actively support the anti-poverty agenda and tackle food waste and food distribution to those that need it most.
- Support the methodology associated with Anchor Institutions with the focus of getting local people into local employment.

Knowledge and Qualifications	Degree or equivalent level of experience. (E) Relevant professional qualification or membership of a recognised body (D) Extensive knowledge of community development principles, practices, and best practices. (E) An understanding of local government structures, policies, and procedures, including statutory obligations. (D) An in depth understanding of the needs of vulnerable people, and best practise of how to support them. (D) Significant experience in community development, project management, and partnership working. (E) Proven track record of working with partners to successfully deliver community projects and initiatives. (E) Demonstrated experience in developing and managing budgets and securing external funding. (D) Experience of working with statutory agencies, and vulnerable people. (E)
Experience	1. Experience in community development, project management, and partnership working. 2. Proven track record of delivering successful community initiatives and promoting community wellbeing. 3. Demonstrated experience working with external agencies and diverse communities.

	4. Relevant experience working with communities to address issues of: a. Deprivation b. Health and well-being c. Education and employment d. Financial stability/Debt e. Loneliness and isolation f. Older people g. Children and young people. 5. Experience in research and analysis to inform community development strategies. 6. Experience in supporting the development and implementation of sustainability and community wellbeing projects. 7. Experience in partnership development and collaboration.
Skills and Abilities	1. Advanced project management skills (planning, implementation, evaluation). 2. Strong research and data analysis skills to inform strategic decisions and produce insightful reports. 3. Ability to manage complex projects with minimal supervision. 4. Excellent written and oral communication, including report writing and presentations. 5. Strong interpersonal skills to build and maintain effective partnerships with diverse stakeholders. 6. Ability to communicate and advise vulnerable people. 7. Strategic thinking and problem-solving abilities. 8. Ability to challenge the status quo and drive continuous improvement. 9. Proven ability to generate innovative solutions and implement new approaches. 10. Ability to motivate and empower others, encouraging a collaborative environment. 11. Strong partnership development and community initiative design skills. 12. Effective organisational and time management skills. 13. Ability to manage complex workloads and maintain high service standards.
Decision Making and Impact on Others What impact the reasons made by the post holder	1. Lead on strategic responsibility ensuring resident/community outcome is at the forefront of all operations. 2. Making and communicating clear, well-informed decisions.

would have on others across the Council	- Balancing risks and benefits of various options. - Taking full responsibility for the outcomes and impact of decisions, including those delegated. - Incorporating a diverse range of views and considering all relevant data, including research and analysis, when making decisions. - Informs decision-making through research and analysis, including targeted data analysis. - Impacts the community through the delivery of community development projects. - Influences stakeholders through communication and engagement. - Impacts the community through the development of sustainable projects. - Impacts the community through the development of community wellbeing projects.
Communication with Internal and External Customers What customers the applicant would be in contact with in the job	- Cultivate and maintain productive relationships with both internal and external customers, prioritising customer satisfaction as a key value for themselves and the council. - External customer contact will represent a significant portion of the role (75%) and will include community and statutory organisations, businesses, and residents. - Internal customer contact (25%) will involve close collaboration with council officers, elected members, and management. - Engaging with residents, stakeholders, and partners to ensure inclusive and participatory decision-making. - Developing and implementing communication strategies to promote HDC's corporate plan and community initiatives. - Developing and maintaining strong partnerships with local organisations, businesses, and stakeholders. - Communicating project information clearly and effectively to all internal and external stakeholders.
Personal Attributes and Other Requirements In this section please list any other qualities you are	- Demonstrates HDC's values: inspiring, collaborative, accountable, respectful, and enterprising. - Commitment to HDC's corporate plan and strategic objectives. - Commitment to safeguarding and promoting the welfare of children and vulnerable adults.

looking for from the applicant	4. Strong organisational and time management skills. 5. Establishes clear actions and timeframes with deadlines and milestones. 6. Monitors progress against plans and acts accordingly. 7. Adopts a flexible approach to their workload and works evenings and weekends in line with the needs of projects and initiatives. 8. Ability to work on multiple projects simultaneously. 9. Ability to work collaboratively with internal and external stakeholders. 10. Be a good team worker demonstrating loyalty and commitment to the organisation and team members. 11. A passion for community development, sustainability, and economic growth. 12. Full clean driving license with own or access to a vehicle. 13. Must be comfortable working within a hybrid model, primarily from home, but also at HDC offices and with partners in the district as needed.
HDC values 	The values outlined below reflect our collective positive attitude and how all staff is expected to work together as one team. Inspiring: We have genuine pride and passion for public service; doing the best we can for customers. Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers. Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers. Respectful: We respect people's differences and are considerate to their needs. Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.