# EAST STAFFORDSHIRE BOROUGH COUNCIL

# JOB DESCRIPTION

JOB TITLE: SOCIAL REGENERATION OFFICER

GRADE: 7 £31,364 to £34,834 per annum

ALLOWANCES: CAR NECESSITY SCHEME

REFERENCE CODE: EP0300

DEPARTMENT: Communities, Open Spaces & Facilities Team

AIM OF THE POST: To work on social regeneration projects and themes within East Staffordshire

To work alongside communities and their elected representatives in order to advance the needs of local neighbourhoods.

RESPONSIBLE TO: COMMUNITIES, OPEN SPACES AND FACILITIES MANAGER

LIAISON WITH: Partner agencies

Internal teams andExternal agencies

Elected members

**DUTIES AND RESPONSIBILITIES:**

1. Responsibility for the effective engagement with our East Staffordshire communities and their elected representatives (Borough, County, Parish).

2. Preparing regular written and/or verbal updates on Social Regeneration for the appropriate Cabinet Member.

1. Organising and managing the Councillor’s Regeneration (CRF) Fund and the associated panel, including the management of budgets and panel membership.
2. Ensuring that applicants are provided with guidance and support on the CRF process before presenting expressions of interest to the panel. To provide continued support and guidance, when appropriate, for approved projects.
3. Ensuring CRF Panel members are briefed and prepared for each panel meeting.
4. Supporting the Councillors Community Fund (CCF) scheme ensuring that the approved procedures and budget is managed in accordance with the specified guidelines.
5. Manage the delivery of the Council’s Community Lottery scheme including working with the Council’s lottery partner, Gatherwell Ltd and other relevant partners, to ensure all the necessary documentation is completed on time and in compliance with the Gambling Act.
6. Work with the Voluntary Sector to provide the necessary and relevant support as and when required. Review and update the Council’s Voluntary Sector Strategy as and when required. Through the application of project management techniques, engage with internal and external partners to successfully deliver identified Social Regeneration projects e.g. the Brook Hollows development and the Heath Big Local.
7. Provide additional support to communities including information and guidance in identifying suitable funding sources where and when appropriate.
8. Support the delivery of the Parish Council Forum, including the setting up of meetings, identifying appropriate agenda topics and taking relevant minutes.
9. Attend relevant community meetings as and when appropriate in order to support the Social Regeneration approach.

12. Produce detailed and accurate reports for the Communities, Open Spaces and Facilities Manager, Head of Corporate and Environment Services, CMT or any other relevant individual or body.

13. Ensure any duties are carried out with due regard to the Councils Health & Safety policy.

14. Undertake any duties as directed by the Communities, Open Spaces and Facilities Manager.

Signed................................................................. Dated...................................

**PERSONNEL SPECIFICATION**

Please also state how you will identify a specific attribute e.g. from application form/interview questions/written exercise/presentation

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| **REQUIREMENTS AS DESCRIBED IN THE EMPLOYMENT AND EQUAL OPPORTUNITIES POLICY** | ESSENTIAL FOR POST | DESIRABLE FOR POST |
| EXPERIENCE | Experience of working with elected members and local communities  Experience of working in a team  Experience of writing and preparing bids  Of the challenges faced by the communities of East Staffordshire  Project Management and working to deadlines  Working with volunteers | Attending community meetings  Managing budgets |
| QUALIFICATIONS | Educated to degree standard or equivalent | Masters qualification  Recognised managerial qualification |
| TRAINING | Prince 2 or equivalent project management training | Risk Assessments |
| SPECIAL KNOWLEDGE e.g. I.R. Negotiations  EEC Funding,  Business French | Partner organisations, their structures and roles  Of the challenges faced by the communities of East Staffordshire  Resident engagement  Knowledge of East Staffordshire |  |
| PERSONAL CIRCUMSTANCES e.g. Lives locally,  Able to be on call out  24 hours | Driving licence  Flexible approach to working hours |  |
| DISPOSITION AND ATTITUDE e.g. Sensitivity,  Assertiveness,   Calm under Pressure | Highly motivated  Able to manage own workload  Excellent interpersonal skills  Sensitive to the competing needs of a range of stakeholders  Positive approach to tackling emerging issues |  |
| PRACTICAL/INTELLECTUAL e.g. Manual dexterity  use specific equipment  machinery/verbal  skills, diagnostic  skills | Excellent problem-solving skills  Strong influencing and negotiating skills  The ability to work to deadlines and to manage the workload accordingly  Ability to manage themselves and others |  |
| PHYSICAL/SENSORY e.g. height, strength/  touch, smell, sight |  |  |