Job Description

Job Title	Neighbourhood Development Officer
Directorate	Neighbourhoods and Housing
Service Area	Neighbourhoods Service
Grade	6
Competency Level	1
Salary	£36,581 - £41,177
Job Type	Office Based
Location	Dovecot Neighbourhood Hub
Disclosure and barring service (DBS)	Enhanced – Child and Adult Workforce, Child Barred List
Job Evaluation Ref No	A10538

Job Purpose

The postholder will lead the establishment and development of the Neighbourhood Hub in Dovecot - “Our Place”, fostering collaboration with local organisations, networks, communities and local authority stakeholders to create sustainable and inclusive opportunities for local people in the heart of the Dovecot Neighbourhood.

The postholder will work through partnerships to co-design programmes that remove barriers to participation, champion equitable approaches, build local capacity and improve access to services across community systems. A key aspect of the role will

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be securing the long-term sustainability of the hub by developing funding streams, coordinating fundraising activities, preparing funding applications and maximising investment opportunities that support community priorities and the continued growth of community services.

Directly Responsible For:

Management of volunteers

Directly Responsible To:

Neighbourhood Manager

Main Areas of Responsibility:

- Build and maintain strong partnerships with community organisations and statutory partners and networks to create opportunities for collaboration and shared delivery
- Be a point of escalation for elected members and stakeholders concerning key challenges and opportunities within the dovecot neighbourhood
- Regularly inspect and monitor service delivery and provide improvement plans that will allow you to work with operational colleagues to implement changes and improvements
- Co-design programmes with stakeholders and community partners that address barriers to participation amongst priority groups and communities
- Use data, intelligence and stakeholder insight to identify community needs, development opportunities and barriers to participation, supporting reporting, evidence-based decision making and continuous improvement
- Use monitoring, evaluation and learning data to improve effectiveness, impact and sustainability of local projects
- Act as an advocate for inclusive and equitable approaches to participation and community engagement

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- Develop trusted relationships within communities to increase aspirations and strengthen community capacity
- Work collaboratively with voluntary, community and statutory partners to reduce duplication and maximise opportunities for residents
- Secure the hub's long-term sustainability through funding streams, coordinating fundraising activities, preparing funding applications and maximising investment opportunities
- Promote safeguarding awareness and best practice across partnership activity, identifying and responding appropriately to concerns to support a culture of safety and wellbeing
- Take responsibility for the day-to-day management and safe operation of the new hub building, including ensuring compliance with health and safety requirements, safe working practices, effective use and management of resources, building-related arrangements, security procedures and key holding responsibilities
- Provide administrative support to projects and forums within designated neighbourhood areas, recording minutes and tracking and reporting key issues and actions
- Maintain project management documentation, e.g., implementation plans
- Produce correspondence, reports, presentations and other documents as needed

Supervision and Management Responsibility:

- Responsible for the supervision, coordination and day-to-day management of volunteers

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Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Explores different options for funding and income generation
- Support monitoring of project expenditure and ensure value for money through effective partnership working

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- Ability to attend community events, meetings and engagement activities, including occasional evenings and weekends
- Travel within local communities and partner locations
- Ability to work from various locations and follow safe lone working practices

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement

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- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan
- Deliver excellent customer service and community engagement
- Comply with health and safety, safeguarding and data protection requirements

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **1.**

The competency framework can be found here.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

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Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Relevant qualification or equivalent experience in community development, or related field (A/I)

Desirable

- Training in community engagement, co-ordination and partnership working

Experience

Essential

- Experience of working with communities, particularly underrepresented or priority groups (A/I/E)
- Experience of partnership working community engagement or development within VCSFE sectors (A/I)
- Experience of using data and insight to support service improvement and reporting (I/E)
- Producing insight reports for senior leaders and steering group (I)
- Experience of working in a community setting, including supporting the safe and effective management of community buildings or hub spaces (A/I/E)

- Leading partnership meetings and ensuring co-production with stakeholders (A/I)
- Experience of developing funding streams, coordinating fundraising activities, preparing funding applications (A/I/E)

Desirable

- Experience of place-based approaches
- Experience of co-designing community programmes
- Experience within infrastructure, partnership-focused or VCSE organisations

Skills/Abilities

Essential

- Excellent communication and interpersonal skills (E/I)
- Strong ability to build and maintain effective partnerships (I/E)
- Ability to analyse information and identify opportunities for improvement (I/E)
- Professional curiosity and creative problem-solving skills (I)
- Strong understanding of barriers to inclusion, accessibility and participation (I/E)
- Ability to work independently and prioritise workload effectively (A/I)
- Ability to support the safe and effective management of a community hub building, including understanding health and safety requirements, safe working practices, building security, resource management and key holding responsibilities (A/I)
- Experience of preparing funding bids and knowledge of available funding streams (A/I/E)

Desirable

- Knowledge of local community networks

Commitment

Essential

- Passion for improving all things for communities and increasing access to services to enable the council to deliver the best outcomes for Liverpool Residents (I)
- Commitment to equity, diversity and inclusion (A/I)
- Understanding of safeguarding responsibilities for children, adults at risk and vulnerable communities (A/I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Lived experience of barriers faced by priority communities.

Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level
- Willingness to travel within the local area and attend community events as required (I)

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Desirable

- Passion for Liverpool city and improving lives by enhancing our residents' environments and experiences