JOB DESCRIPTION

Job title: Community Development Officer

Service: Community Development Officer

Salary: Grade 2 Point 15

Hours: 37 hours per week (full-time)

Location: Lincolnshire

Summary of job:

To use a systematic approach to assess local needs and Family Hubs delivery requirements, securing partners commitment to the change and development of Family Hubs. To lead direct work with and support children, young people, parent/carers and communities to ensure their views and experiences shape the Family Hub development in Lincolnshire, delivering innovative, meaningful and co-produced participation work. Working as part of a project team, you will be instrumental in driving the Family Hub agenda forward alongside Lincolnshire County Council and you will play key part in the development of local needs assessments and delivery plans.

Key tasks and responsibilities:

1. Work directly with and support children, young people, parent/carers and communities to ensure their views and experiences shape the Family Hub development in Lincolnshire, delivering innovative, meaningful and co-produced participation work
2. To co-ordinate local activity regarding community mapping, mobilisation and development
3. To lead on and complete local needs assessment templates based on local analysis
4. Complete local delivery plans together with Lincolnshire County Council locality teams
5. Ensure and monitor delivery of minimum standards defined by Family Hubs National Guidance and of Lincolnshire priorities for ‘Go Further’ standards
6. To maintain up to date data and reporting against local delivery plans
7. To lead on constructing feedback mechanisms on various aspects of Family Hubs offer including, but not limited to, breastfeeding, mental health, parenting support and communicate these to operational and senior leaders
8. To coordinate participation and community development activity which ensures that children, young people and families’ views are heard and acted upon by decision-makers, initially planning provision through to improving existing provision
9. Lead the delivery of engaging and participatory workshops and other 1-1 and group activities with children, young people and parents and carers, using principles of coproduction
10. Build connections between voluntary, community and faith sector as well as education settings and parenting services delivered through the family hub network.
11. Engage the voluntary, community and faith sector as part of the integrated family hubs outreach workforce alongside the wider family hubs network.
12. Support the development of regular communication within the community, including facilitating peer to peer networks of support.
13. To be committed to equal opportunities and to comply with the diversity and equality policies. To be committed to safeguarding and follow policies, practices and procedures in relation to protecting children and adults.
14. To be committed to professional self-development making full use of training and development opportunities identified through appraisal. To ensure job knowledge is updated by participating in educational opportunities, attending team meetings and participate in and maintain professional networks
15. Ensure you have an understanding (appropriate to your role) of and comply with Family Action’s procedures for promoting and safeguarding the welfare of children and vulnerable adults. Seek advice and support from your line manager and/or identified individuals to discuss patient-related concerns and risk (e.g., abuse, domestic violence, escalated mental health).
16. Undertake own administration and keep timely and accurate records whilst at all times adhering to GDPR, confidentiality and information sharing protocols and provide monitoring information as required.
17. Participate in internal and external meetings and events to promote, support and celebrate the hub development work and progress.
18. Comply with Family Action’s Health and Safety and Data Protection policies and protect your own and others’ health, safety and welfare.
19. Work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.

PERSON SPECIFICATION

|  |  |  |  |
| --- | --- | --- | --- |
| Education, Qualifications & Background | | Essential | Desirable |
| 1. | Relevant professional qualification in Health, Social Care, or community work and a commitment to continued learning and development | √ |  |
| 2. | A commitment to the principles underpinning the Family Hubs | √ |  |
| 3. | An understanding of current government policy in relation to early intervention and prevention and an understanding of the Family Hub Model framework |  | √ |
| Experience | |  |  |
| 4. | Experience of involving local people in community development/capacity building activities | √ |  |
| 4. | Experience of successful working with groups and communities incl. experience of working with children, young people and families | √ |  |
| 5. | Experience of working in a multi–disciplinary team and with diverse stakeholders | √ |  |
| 6. | Experience of undertaking community consultations |  | √ |
| Knowledge & Skills | |  |  |
| 7. | Strong interpersonal, consultation and holistic assessment skills, both verbal and written, including presentation skills; dealing with complicated/sensitive information and exchanging with a range of audiences | √ |  |
| 8. | An ability to form positive working relationships with children, young people, families, colleagues and other professionals | √ |  |
| 9. | Ability to work autonomously in a complex multi-agency environment and manage own workload and that of others | √ |  |
| 10.. | Effective communication, presentation and record keeping skills, with the ability to collate data in accessible formats and write comprehensive reports for a variety of stakeholders | √ |  |
| 11. | Able to plan, deliver and evaluate a range of activities | √ |  |
| 12. | Proficient in Microsoft Office with strong IT and administration skills | √ |  |
| 13. | An appreciation of community development approaches/methods |  | √ |
| Values | |  |  |
| 14. | Able to evidence Family Action’s values at all times, which underpin our mission of ‘building stronger families’ by:   * Being people focused * Reflecting a ’can do’ approach * Striving for excellence in everything we do * Having mutual respect for everyone we work with, work for and support through our services | √ |  |
| 15.. | Be committed to equal opportunities and uphold and comply with Family Action’s Equality & Diversity policy in all aspects of your work, promoting its principles amongst colleagues, service users and other members of the community | √ |  |
| In addition | |  |  |
| 16.. | Willing to work hours in a flexible way, including evenings and weekends as required to meet the needs of the service | √ |  |