

## **BROXTOWE BOROUGH COUNCIL**

### **JOB DESCRIPTION**

<b>Directorate:</b>	Chief Executive's
<b>Division:</b>	Public Protection
<b>Post No &amp; Job Title:</b>	P72 - Communities Officer
<b>Grade:</b>	Grade 6
<b>Responsible to:</b>	P70 - Chief Communities Officer
<b>Responsible for:</b>	No responsibility for employees.
<b>Main purpose of the job:</b>	Reduce inequalities for young people in the borough. Assist in the Delivery of the South Notts Community Safety Strategy. Reduce drug and alcohol misuse in the borough. Coordinate the boroughs response to refugees and asylum seekers. Coordinate the boroughs response to food poverty.

### **Main Duties and Responsibilities:**

1. Represent the authority at the children and young person's LSP task group, develop an action plan and lead the implementation of the agreed actions.
2. Work with partners internally and externally to initiate and implement projects which improve the physical and emotional health of children, young people and families.
3. Lead for the Council on projects to reduce alcohol and drug misuse and work closely with partners to develop and implement projects to raise awareness, education and challenging behaviour.
4. Work with partners to develop sustainable diversionary activities for young people in identified areas of need.
5. Work to positively promote the Council's priority of "Bringing People Together" through assisting with the production of events and activities which secure this objective.
6. Coordinate with partners the holding of a Celebration Event for Broxtowe Borough LSP and CSP.
7. Take responsibility for securing improvements to performance for the performance indicators within the postholder's area of responsibility, collecting data, maintaining data quality standards, and producing reports, newsletters, and multimedia presentations, as required.

8. Work within the local community to address community needs, with particular reference to the needs of children and families within deprived areas to secure better outcomes and quality of life by taking initiatives to secure external funding, use grant aid and internal resources, empower communities and working with voluntary organisations to achieve these ends.
9. Coordinate the borough councils response to food poverty working with the voluntary sector and community groups to provide responses to requests for support and representing the Borough Council at Local Resilience Forum meetings.
10. Act as a point of contact for the voluntary and community sector identifying and recruiting key individuals to enable the dissemination of communications.
11. Maintain and widen links with local schools to enable projects and communications to be delivered.
12. Liaise with Nottinghamshire County Council on delivery of countywide projects and activities to ensure quality and effectiveness of delivery.
13. Coordinate the Borough Councils response to Child Poverty
14. Manage and coordinate an action plan and any local actions relating to the Armed Forces Community Covenant.
15. Act as lead for the for performance management data input and updating online training packages and risk assessments relating to the post holders areas of responsibility.
16. Act as lead for the Communities Team's public news updates, including gathering and editing content and managing software systems involved
17. Undertake any other duties within the scope and grade of the post as requested by the line manager or Head of Service

### **DESIGNATED CAR USER**

A designated car user status has been attached to this post.

### **SPECIAL CONDITIONS**

Duties may include attendance at evening meetings and/or work outside normal office hours.

### **RESTRICTIONS**

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

The post will be required to undertake Police Security Vetting which will include details of any criminal convictions, cautions, reprimands and final warnings, driving endorsements, finance and your application is required for the purpose of asking an

exempted question under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and that the checks requested are in accordance with the relevant legislation.

**NOTE**

The above job description sets out the main responsibilities of P72 - Communities Officer but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.