



KENSINGTON AND CHELSEA SOCIAL COUNCIL

JOB DESCRIPTION

| | |
|----------------------|---|
| JOB TITLE: | Senior Community Development & Engagement Officer |
| REPORTING TO: | CEO |
| HOURS: | 35 hours per week |
| SALARY: | £41,965 |
| CONTRACT: | Permanent |

Main Purpose of Job:

To lead on the strategic support of voluntary and community organisations (VCOs) and wider stakeholders on community engagement, influence and development following the Grenfell Tower Fire.

To oversee and manage the work of posts within KCSC delivering specific support to voluntary organisations and residents following the Grenfell tragedy.

Outcomes to be Achieved:

- Increased voice and influence across the voluntary and community sector and wider stakeholders on statutory community engagement plans and actions that seek to address the rebuilding of the local community including the design of estate renewal and the future of community assets
- All stakeholders have an increased awareness and understanding of the needs of the local residents and how those needs can be supported through voluntary sector services
- There is accountability to the local community on the services and activities funded in response to the Grenfell tower tragedy.
- There is greater collaboration across the VCS to support effective services being delivered for the local community following the Grenfell tragedy.
- There is increased knowledge/awareness amongst all the voluntary and community

Main Tasks:

Communication, engagement and influence

- Ensure that VCOs and wider stakeholders are engaged and have the ability to bring about social change, and influence plans for the local area
- Develop and articulate a clear vision for the priorities of VCOs and wider stakeholders in rebuilding the local community
- Work with the statutory sector to ensure VCOs and wider stakeholders are consulted and able to co-design/shape services
- Play a lead role in the development and maintenance of relationships with relevant statutory authorities working on Grenfell plans and priorities.

- Enable the voluntary sector and wider stakeholders to develop priorities and plans
- Work with relevant statutory bodies to bring about a culture change that will strengthen engagement with local VCOs and wider stakeholders
- Provide relevant information to VCOs and local communities through a variety of media and channels and manage local press enquiries.

Network support and development

- Be responsive to the need to bring organisations and wider stakeholders together to network, share information and develop ideas
- Organise and facilitate meetings with and between differing sectors, groups and individuals as and when appropriate
- Develop cross-sector relationships/partnerships that enable VCOs and communities to become actively involved in issues affecting the area and to plan and work together for change
- Map any networks that exist, linking and signposting VCOs and local communities where relevant and keeping up-to-date with networks as they emerge, evolve or fold

Management and coordination

- Provide staff management supervision and support to volunteers and short-term workers in the team
- Collaborate with other staff within KCSC who may work on Grenfell from time to time.
- Coordinate with other workers and volunteers in the area to reduce possible duplication and support work that is collaborative
- Manage the project budget, undertake monitoring and report on the project on a regular basis to KCSC trustees, funders and stakeholders

Policy development and social action

- Support the local voluntary sector and wider stakeholders to decide on key policy areas for action that relate to recovery and rebuilding of the community after the Grenfell fire
- Lead on the development of community strategies and plans to enable the voluntary sector and wider stakeholders to take a lead and bring about positive change.
- Take responsibility/lead on developing appropriate actions such as:
 - Coordinating and leading on consultation responses from the voluntary sector
 - Sourcing specialists/advisors to work with KCSC on specific projects/activities

Organisation development support

- Work with the organisation development team to provide advice and support in organisational development matters to local VCOs including project planning, collaborative working, monitoring and evaluation, governance and quality assurance
- Help organisations to identify and access suitable funding sources. Provide advice, guidance and training on how to make successful funding and tendering applications. Occasionally writing bids and mentoring others
- Refer organisations to appropriate specialist support services, such as for the implementation of good financial management, human resource and volunteer management systems and practices

General

- Promote the role of KCSC and support its overall aims and activities.
- Attend networking events, meetings and conferences to increase knowledge and strengthen the influence of KCSC
- Keep abreast of developments within the public and third sectors, paying particular attention to organisational development policies and good practice
- Utilise KCSC's website and social media as a tool for communication with stakeholders
- Maintain accurate records, complete quarterly monitoring and review the progress of all aspects of key areas of work
- Respond to general enquiries from service users and the general public.
- At all times, work within the Social Council's policies including Equal Opportunities, Health & Safety at Work and Confidentiality, and to observe the requirements of the Data Protection Act and Health & Safety legislation as required
- Receive regular supervision from the line manager and attend training courses as required
- Work outside of normal office hours on occasional evening or weekends as required
- Any other duties as requested by the post-holder's manager that are commensurate to the post

For this role to succeed you will need the following:

Skills

- Ability to develop high impact strategies and plans for change
- Able to build and sustain strategic relationships
- Ability to develop and implement outcome focused community development strategies
- Ability to develop and implement effective community engagement strategies
- Ability to be agile and flexible within a dynamic and occasionally volatile environment
- Strong facilitation and problem solving skills
- Excellent administrative, IT and written skills

Knowledge

- Understanding of the local political environment, able to demonstrate political sensitivity
- Understand the challenges facing VCOs working with those affected by the Grenfell fire
- Community engagement principles
- Understanding of the workings of the voluntary and community sector
- Equality and Diversity principles and practice

Competencies

- Able to understand, assimilate and act on a diverse range of view points and responding in creative and dynamic ways
- The ability to empathize and demonstrate emotional intelligence whilst staying objective and resilient
- The ability to empathize and demonstrate emotional intelligence whilst staying objective and resilient
- Energetic, passionate and driven to achieve outcomes
- Demonstrate sound political judgement to support decision- making

- Team player, recognising this is part of the wider work of KCSC, working collaboratively with the rest of the staff team
- Work collaboratively with and not in isolation from wider stakeholders
- Confident communicator and influencer
- Highly principled with a strong belief in social justice and equality

Experience

- Significant experience in a community setting, working with people at different levels, cultures and attitudes preferably dealing with highly sensitive and emotive issues.
- Staff management
- Experience of working collaboratively at a community level
- Experience of working to targets, assessing impact and responding to a rapidly changing environment to get the best results
- Managing media relationship