



Job Description

Title –Community Development Officer

Version - 1 Date - 31/08/2019

Post Number:	N/A
Grade /Scale:	
Weekly Hours:	37
Department:	OPCC
Status:	Established
Responsible To:	Relationship & Change Manager
Responsible for:	No direct line management responsibilities.
Location Work base:	Force Headquarters (FHQ)
Job Role /Purpose:	<p>To coordinate and deliver new and existing community projects, seeking opportunities to develop current practices to maximise engagement in accordance with the Police and Crime Plan objectives.</p> <p>To maximise all communication platforms (both internally and externally) increasing opportunities to raise the profile of the PCC and OPCC community projects.</p> <p>Deliver effective and verifiable evaluation and consultation data that provide insights for policy and strategies</p>
Contacts:	Police and Crime Commissioner and his Deputy and senior staff, OPCC team, officers within Leicestershire Police, locally based partners; members of the public, community groups within the Force area, regional colleagues, criminal justice partners, business, charitable and voluntary sector organisations and key stakeholders.
Equality and Diversity	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people

Person Specification

Knowledge, Skills & Abilities

Essential Criteria

A clear definition of the necessary criteria.

Knowledge/ Education (including qualifications):

1. Educated to Degree Level or equivalent, with experience of project or engagement work in a public sector or similar organisation.

Work Experience:

2. Demonstrate experience of working within a partnership / mutli agency environment.
3. Demonstrate experience of delivering an engagement strategy with particular focus on young people and the wider diverse community.
4. Demonstrate experience in coordinating and facilitating the delivery of a successful project within targetted communities, using innovative ideas to gain feedback/views that help to influence future projects.
5. Demonstrate practical experience of being part of a successful team.
6. Significant experience of managing website information and using a variety of social media platforms for community based communications activities.
7. Working knowledge of IT software, including Microsoft Word, Excel, PowerPoint.

Personal / Interpersonal Skills, Aptitudes:

8. The ability to problem solve, tackling issues in a logical manner to propose and implement solutions.
9. Demonstrate good organisational & time management skills, being highly motivated and taking a proactive approach, recognising and responding to the need for change
10. Strong written, oral and presentational skills.
11. Work effectively within a team by contributing experience and ideas, supporting others and building productive relationships.

Special Skills:

12. Demonstrate significant experience in evaluation skills and managing data.

Other:

N/A

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Desirable Criteria

Where available, elements that contribute to improved / immediate performance in the job.

Knowledge/ Education:

N/A

Work Experience:

1. To demonstrate previous practical experience of working in an environment requiring confidentiality and discretion.

Personal / Interpersonal Skills, Aptitudes:

2. To have an understanding of the legislation under which the PCC operates.

3. To demonstrate practical experience of working to set targets and timescales.

Special Skills:

N/A

Other:

N/A

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Core Responsibilities/ Accountabilities

Operational:

1. To coordinate and facilitate the delivery of targeted community based projects, working effectively with a number of different partners, stakeholders / agencies and community organisations.
2. To coordinate and formulate the evaluation process for targeted community projects, to ensure effective outcomes and shared learning.
2. Develop, implement and facilitate youth engagement plans for the OPCC, providing evaluation outcomes to influence and shape future activities. (This includes looking at existing and developing new focus groups/forums to improve engagement opportunities.)
3. To coordinate and maximise all communication platforms, to improve the engagement activity of the OPCC with the community, key partners and stakeholders. (This includes the management of website information, Neighbourhood Alert, and social media.)
4. Undertake qualitative (and quantitative) community engagement-based research, to identify areas for improvement, enabling the development and delivery of a programme of bespoke internal and external engagement activity in response.
5. Working with the Engagement Officer and the external communications and PR company to ensure all external engagement events are widely publicised.

Management/Leadership:

N/A

Communication:

6. To liaise closely with the Force communications team to ensure no duplication between the two Corporations and identify joint opportunities.
7. To liaise closely with the various youth groups across LLR to identify opportunities for collaborative working
8. Use personal communication skills to build productive relationships with colleagues and partners.

Administration:

9. Develop a youth delivery plan to maximise opportunities to reach as wide an audience as possible
10. Provide administrative support, ie the taking of minutes, coordinating meetings, as required.
11. Provide evaluation reports for community projects, identifying issues and solutions to improve and maximise all forms of engagement in accordance with the Police and Crime Plan.

General:

12. The ability and willingness to work outside normal office hours and at weekends when required to support and deliver engagement communications activity.

13. The post holder must hold a full driving licence, have access to their own vehicle, and be willing to travel between other Leicestershire Police buildings as required.

14. Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.

15. This role description should develop along with the changing demands of policing.

16. Post is identified as politically restricted.

17. Demonstrate practical ability and understanding of Equal Opportunity and Diversity issues.

Other:

N/A

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Personal Values /Competencies

Refer to the personal qualities in the **police professional framework** and tick the relevant levels to the job role:

- Decision Making
- Public Service
- Working with Others
- Professionalism
- Leadership – Level 5 or above (Leading Change, Managing Performance & Leading the Workforce)

Other

Security Check Levels refer to vetting for the specific levels that relate to this job role:

1) Recruitment Vetting (RV)

2) Security Check (SC)

3) N/A

Date line manager checked vetting level needed :

Car User: Yes / No - Essential /Casual Allowance *{per mile / day etc}*:

Budgetary Management: Yes / No Budget Value approximate value £ 0

Additional Information: To hold a full driving licence and be willing to travel between other Leicestershire Police buildings as required.

Reasonable adjustments

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