

DRAFT JOB DESCRIPTION

JOB TITLE: **Community Officer (Newlands Common)**

JOB NUMBER:

GRADE:

RESPONSIBLE TO:

RESPONSIBLE FOR: **N/A**

Overall Objectives of the Job

To facilitate the creation of a cohesive community that is integrated with the existing community that adjoins it.

To facilitate the active involvement of all sectors of the community in sustainable community activity and encourage sustainable lifestyles.

To enable the community to develop experience, skills and knowledge, to strengthen their capacity to make improvements to their quality of life, their communities, and the local environment.

The Main Duties

1. To liaise and work with local residents, community groups, voluntary organisations, statutory agencies, and the private sector to help ensure effective partnership working, and a strong community infrastructure.
2. To conduct neighbourhood research and consultation and ensure that the views of all residents (including harder to reach groups) are represented.
3. To actively support the community and voluntary sector in developing sustainable community projects.
4. To seek external funding to deliver community based projects in conjunction with community groups.
5. To communicate effectively with residents and partners regarding campaigns and projects.
6. To provide individuals and groups with the skills and tools to identify and address issues which affect their lives and their communities.
7. To develop mechanisms for reviewing and evaluating the impact of local initiatives and to report on the progress of campaigns and projects.

8. To prepare briefing papers and Committee reports on relevant issues as directed and liaise with Members as appropriate.
9. In conjunction with your Manager to be responsible for identifying and achieving your own training and development needs and to seek opportunities to maximise personal effectiveness and potential.

The above lists are not exhaustive and other duties may be attached to the job from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the job.

Signed (Job holder):

Signed (Manager):

Date:

PERSON SPECIFICATION

POST TITLE: Community Officer (Newlands Common)

POST NO:

GRADE:

| | | Status E or D | How Evaluated – App form /Int./Test/ Reference |
|-----------------------|--|--|---|
| Qualifications | <p>Paid or voluntary experience of working in the community and voluntary sector, or of community development work</p> <p>Evidence of personal commitment to continuous development</p> | <p>E</p> <p>D</p> | <p>App form/ Int</p> <p>App Form/ Int /ref</p> |
| Knowledge | <p>Understanding of the role of the community and voluntary sector</p> <p>Knowledge of grant-funding bodies and how they operate</p> <p>Understanding of project planning and budgetary management.</p> <p>Understanding of community regeneration and development issues.</p> <p>Understanding of the process and structure of local government and the voluntary sector.</p> | <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p> | <p>App form/ Int</p> <p>App form/ Int</p> <p>App form/Int</p> <p>App form/int</p> <p>Int</p> |
| Experience | <p>Partnership working across a range of organisations from the private, public and voluntary sectors.</p> <p>Development, implementation and monitoring of project action plans.</p> <p>Submitting bids for external funding.</p> <p>Ability to analyse problems and consider alternative options</p> <p>Understanding of risk management</p> | <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> | <p>App form/ Int</p> <p>App form/ Int /ref</p> <p>App form/ Int</p> <p>App form/int</p> <p>App form/int</p> |
| | | | |

PERSON SPECIFICATION

| | | | |
|------------------------------------|--|--|---|
| <p>Abilities and Skills</p> | <p>Able to use word processing, spreadsheet and database applications.</p> <p>Highly effective written and verbal communication and presentational skills.</p> <p>Able to work on own initiative and as a team leader or member.</p> <p>Able to work to deadlines against other competing priorities.</p> <p>Able to cope with change and continual service improvement.</p> <p>Able to analyse and interpret information.</p> <p>Able to identify and meet the needs of internal and external customers.</p> <p>Ability to evaluate stakeholders' and users service delivery needs and respond appropriately</p> <p>High standards of customer care and political awareness</p> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> | <p>App form/ Int</p> <p>App form/ Int</p> <p>App form/ Int</p> <p>App form/ Int</p> <p>App form/ Int</p> <p>App form/ Int</p> <p>App form/ Int</p> <p>App form/ Int</p> <p>App form/int</p> <p>App form/int</p> |
| <p>Personal Qualities</p> | <p>Ability to communicate effectively to all audiences, including with people with special needs and disabilities</p> <p>Ability to build and maintain open internal and external relationships</p> <p>Commitment to equal opportunities</p> <p>Self-motivation</p> <p>Excellent time-management skills</p> <p>Willing to work outside of normal working hours on occasions.</p> <p>Own transport available for business use.</p> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> | <p>App form/int</p> <p>App form/int/test</p> <p>App form/int</p> <p>App form</p> <p>App form/int</p> <p>App form/int</p> |

Community Officer (Newlands Common)
Draft Work Programme 2010/12 @ 22.5 hours/week

| Objective | Tasks | Partners/links |
|---|---|---|
| <p>Develop working relationships with the local community and organisations</p> | <p>To familiarise themselves with the area and make necessary links with local organisations</p> <p>Gather accurate and up to date information on the roles and responsibilities of the people, organisations and groups contacted</p> <p>Identify people within the community to work with and make contact with them to explain your role</p> | <p>Denmead Parish Council Purbrook & Widley Residents Association Waterlooville Community Board Waterlooville Community Centre Havant Borough Council staff including Sports and Health Development Winchester City Council staff Grainger Wimpey Citizens Advice Bureaux Havant CVS Swaythling Housing Society</p> |
| <p>Develop robust mechanisms for communication through a variety of media</p> | <p>To develop a communication plan for residents</p> <p>Development of community newsletter and website</p> <p>To collate and disseminate information relating to local projects and events</p> | <p>HBC WCC WACA</p> |
| <p>Encourage participation for a sustainable community</p> | <p>Develop a residents participation group to tackle issues and find solutions</p> <p>Facilitate involvement of residents in decision making roles on the Community Management Company and management of appropriate facilities</p> <p>Support group to plan and take collective action in community planning</p> <p>Contribute towards community groups and networks</p> | <p>Newlands Common residents</p> |
| | | |

Community Officer (Newlands Common)
Draft Work Programme 2010/12 @ 22.5 hours/week

| Objective | Tasks | Partners/links |
|--|--|---|
| Identify the needs of the Newlands Common community as it develops and increases | Plan, organise and take action as appropriate to your role Develop people's skills and roles within the community Contribute to the planning of community projects Coordinate the delivery of sustainable community projects Undertake an annual residents satisfaction survey | |
| Work alongside existing community organisations | Assist in the community planning exercise for Denmead Parish Council area Establish regular liaison meetings with tenant involvement team at Swaythling Housing Society and identify opportunities for joint working. | WCC Denmead Parish Council Swaythling Housing Society |
| Continuous personal development | Identify and take action to meet own learning needs | |
| | Attend and/or organise community meetings and events as required | |

Action Plan

| Vision 1 | | | | | | | | |
|---|--|------------------|-----------------|----------------|------------------|-------------------|---|---|
| <i>To create a sustainable urban extension to WaterlooVille, integrated with WaterlooVille town centre and forming the fourth quadrant of the town; delivering at least 2,000 dwellings, with employment provision, and associated physical and social infrastructure, and making provision for a further 1,000 dwellings and associated infrastructure to be held in reserve.</i> | | | | | | | | |
| No. | Outcome/Project | Component | Planning | Funding | Timetable | Lead | Action/Comments | Progress |
| V1.1 | Hold Stakeholder Event | All | | £2,560 | Nov 2005 | CAH | Produce final report and feedback to Forum, Project Teams & Stakeholders (Jan 06) | ✓ - Event held 10/11/05 Draft report presented to Forum 08/12/05 |
| V1.2 | Feedback report to Stakeholders & Community | All | | Staff time | Apr 2006 | HBC WCC | Hard copies posted. Copy posted on LA websites | ✓ - Posted on WCC website but not printed as not efficient use of resources. |
| V1.3 | Name for the MDA | Governance | | Staff time | Summer 2007 | WoW Forum | What should the MDA be called? Who makes the decision? | ✓ - Suggested name of 'Newlands Common' as a result of public consultation events |
| V1.4 | Take steps to ensure successful integration with the existing community of WaterlooVille | All | | Unknown | Ongoing | Community Officer | Requested by Forum 17/7/07. | Consultants commissioned to prepare study on integration options. |

| Vision 2 | | | | | | | | |
|--|--|--------------------------------------|-----------------|----------------|---------------------------------------|-------------|---|--|
| <i>To enhance the vitality and viability of the Waterlooville town centre and help secure and deliver the economic regeneration objectives of the wider area.</i> | | | | | | | | |
| No. | Outcome/Project | Component | Planning | Funding | Timetable | Lead | Action/Comments | Progress |
| V2.1 | Local labour in Construction Scheme | Economy, Housing & Built Environment | S106 | £200,000 | 2010 <i>(original target 2007)</i> | Developers | Employment Skills | Taylor Wimpey Apprenticeship and Adult Improvers Training Scheme established 2009. Similar scheme expected from Grainger prior to commencement. |
| V2.2 | Engage with key businesses including Chamber of Commerce | Economy | SCI | Staff time | Ongoing | HBC WCC | Invite Portsmouth & SE Hants Chamber of Commerce to Forum | Brambles Business Park and Portsmouth & SE Hants Chamber of Commerce regularly invited to Forum |
| V2.3 | Identify links to LA's Economic Development Strategies | Economy | | Staff time | Nov 2006 | HBC WCC | | <ul style="list-style-type: none"> ✓ - Achieved: <ul style="list-style-type: none"> • 100 place nursery in mixed use business area Identified to do: <ul style="list-style-type: none"> • Develop business clubs and clinics • Encourage procurement of local goods and |

| | | | | | | | | |
|------|---|--|--|------------|--------------------|------------|-----------------------------|---|
| | | | | | | | | services • Support initiatives to encourage healthy workforces |
| V2.4 | Make local businesses more accessible to local people for more than just employment | Economy | | Staff time | 2010 (2008) | HBC WCC | Community Officer | Community Worker start date 2010. |
| V2.5 | Evaluation of the existing community facilities | Housing & Built Environment, Social & Cultural | | Staff time | 2008 (Jan 2007) | HBC | Links to Community Strategy | ✓ - Considered by HBC Cabinet in July 2009. |

Vision 3

To aspire to achieve the highest quality of urban design and create a new sustainable community with a strong sense of identity and belonging, which is safe and secure, is inclusive and which provides for the necessary social and economic needs of its residents to compliment the wider area.

Key Performance Indicators:

LIB136 Access to services

**LIB172 (a) Percentage of people who know their neighbours
(b) Percentage of people who trust their neighbours**

LIB184 Percentage of citizens who feel well informed about local affairs

LIB185 Social inclusion and community involvement

| No. | Outcome/Project | Component | Planning | Funding | Timetable | Lead | Action/Comments | Progress |
|------|-------------------------------|------------|----------|------------|-------------------|------------|---|---|
| V3.1 | Access to information | Services | | £5,000 | Ongoing (2008) | HBC WCC | Adequate provision of information points and notice boards | Taylor Wimpey sales/service office on site. Grainger website. |
| V3.2 | Meeting the Community's needs | Governance | SCI | Staff time | Ongoing | HBC WCC | Share the strategy and cascade it to project teams, relevant organizations & partnerships Involve the community & other stakeholders in the decision making process. | 3 Exhibitions held at Denmead CC, Waterlooville Library & Deverell Hall, Purbrook. Also Community Involvement meetings at Denmead PC, Purbrook & Widley RA's & Waterlooville South Community Board. |

| | | | | | | | | |
|------|--|-----------------------------|------------------------------|------------|---|-----------------|---|--|
| V3.3 | Advice & Support services | Services | | Staff time | 2010 (2007) | HBC WCC | Seek to provide an integrated one stop shop approach including business and Job Seekers | Community centre allows for joined-up advice and information services. Also adjacent to health facilities. To be finalised in revised master plan. |
| V3.4 | Involvement of young people in the design and planning of services to meet their needs | Governance, Services | SCI | Staff time | 2010 (2008) | HCYS | Workshop? | This will take place as part of the detailed reserved matters design, particularly for play areas. |
| V3.5 | Design out crime | Housing & Built Environment | Application/ Consultation | Staff time | 2007 | Police CDRPs | Consult with Crime Prevention Officers & residents to ensure design considers community safety issues. Incorporate into Design Codes. | ✓ - Attendance of CPO at Design Code Workshops |
| V3.6 | Community Centre | Services, Social & Cultural | S106 | £1,857,400 | 2008 – Design (2007) 2015 – Provision (2009) | Developers | Involve community in design – particularly Waterloo CA. Leave scope for expansion and green space adjacent. | Design produced and discussed with WACA. Considered by Forum in July 2008. |

| | | | | | | | | |
|-------|--|-----------------------------|-----------------------|------------|---------------------------|--------------|---|--|
| V3.7 | Maximise multi-use of facilities and locate complementary services close to each other | Services, Social & Cultural | Master Planning, S106 | Staff time | 2010 <i>(2007)</i> | HBC WCC | Consider multi-use settings such as community centre, school, health centre, youth centre, church | Revised master plan will locate appropriate facilities together in the local centre and mixed use area. |
| V3.8 | Provision of public art | Housing & Built Environment | S106 | £400,000 | 2011 <i>(2008)</i> | HBC WCC | Involve new residents in design and location of public art. | Public art plan under discussion by officers. Report to Forum likely in autumn 2010. |
| V3.9 | Community Representation | Governance | SCI | Staff time | 2010 <i>(Nov 2006)</i> | WoW Forum | How do we involve the community & other stakeholders in the decision making process. | See 3.2 Work underway to identify best model for ensuring ongoing influence through community representation on the Community Management Company. |
| V3.10 | Consultation with Access Group regarding people with impairments (particularly visual) | Governance, Services | SCI | Staff time | 2011 <i>(2008)</i> | Developers | Workshop, focus group | Consulted with the Access Policy Officer of The Guide Dogs for the Blind Association. Further consultation planned at more detailed stage. |

Vision 4

To facilitate active community engagement to create a place which is capable of adapting and changing to meet community needs over the next 15 years and beyond.

| | | |
|------------------------------------|---------------|---|
| Key Performance Indicators: | LIB137 | Percentage of adults surveyed who feel that they can influence decisions affecting their local area |
| | LIB164 | Satisfaction of tenants of affordable housing for opportunities for participation in management and decision making in relation to housing services provided by their landlord |
| | LIB167 | Percentage of facilities and services that are managed under community management arrangements |
| | LIB170 | The extent of individuals' (a) participation and (b) active involvement in local voluntary and community activities |

| No. | Outcome/Project | Component | Planning | Funding | Timetable | Lead | Action/Comments | Progress |
|------|--|-------------------------------|----------|---|-------------------|---------------------------------|--|--|
| V4.1 | Understanding the Community Development approach | Governance | | Staff time | Ongoing (2007) | HCCS WACA | Workshops for Forum members, Project team members, community activists and other stakeholders. | Will be promoted through ongoing discussions regarding Management Company and future CD work. |
| V4.2 | Access to information | Services | S106 | £14,500 | 2010 (2008) | Community Officer | Development of community newsletter and website | Community Worker start date 2010. |
| V4.3 | Appointment of Community Worker(s) | Governance, Social & Cultural | S106 | £340,000 over 10 years + £10,000 start-up | 2010 (2008) | Developer/R SL/HCCS/W ACA | Generic and or Specialist? Directly employed by developer or contribution required? | Draft job description produced. Funds to go to HBC in line with S106 Agreement. Community Officer start date 2010. |

| | | | | | | | | |
|------|--|----------------------|--|------------|----------------|----------------------------|--|--|
| V4.4 | Training needs analysis for CD workers & volunteers | Governance | | Staff time | 2010 (2008) | HCC | To develop a training programme for CD worker & volunteers | Community Officer start date 2010. |
| V4.5 | Identify what current Networks exist (E.g. Havant 0-19 Forum) | Governance, Services | | Staff time | 2010 (2007) | Community Officer | How are they influenced? What strategies do they follow/support? | Community Officer start date 2010. |
| V4.6 | Identification of gaps in existing Networks | Governance, Services | | Staff time | 2010 (2008) | Community Officer | How do they link to existing structures (E.g. LSP) and other strategies? | Community Officer start date 2010. |
| V4.7 | Establishing/supporting new community infrastructure | Governance, Services | | Staff time | 2011 (2008) | Community Officer | Development of a Community Association or expand catchment of the existing Waterloo CA | Community Officer start date 2010. |
| V4.8 | Empowerment of the community through transfer of assets and responsibilities | Governance | | Staff time | 2010 (2009) | HBC WCC | Community takes on management responsibility for the community centre | Subject to outcome of discussions re governance of Community Management Company. |
| V4.9 | Long-term delivery of CD Strategy | Governance, Services | | Staff time | July 2006 | WoW Forum Developers | Clarify the accountable body for the delivery of the strategy. | ✓ - Accountability taken by Forum 20/07/07 |

| | | | | | | | | |
|-------|--|---|--|-----------------|--|-------------------|---|---|
| V4.10 | Review of Stakeholder report | All | | Staff time | 2008 and annually thereafter <i>(July 2007)</i> | WoW Forum | Periodical review to establish whether stakeholder aspirations are being met | 2007 was too early in the process to determine. Review will take place after new master plan is produced. |
| V4.11 | Resident satisfaction survey | All | | £2,000 | 2011 and annually thereafter <i>(2009)</i> | Community Officer | Linked to PIs | Community Officer start date 2010. |
| V4.12 | Public education programme about concept of shared space | Housing & Built Environment, Transport & Connectivity | | To be confirmed | 2011 | HBC WCC HCC | With residents of existing Waterlooville to raise awareness of different street environment | |

Vision 5

To aim for best practice in all aspects of design and sustainability – in transport, construction, energy efficiency, environmental protection and enhancement and urban drainage.

Key Performance Indicators: LIB178 Range of support provided for community and voluntary organisations

| No. | Outcome/Project | Component | Planning | Funding | Timetable | Lead | Action/Comments | Progress |
|------------|------------------------------------|------------------|---------------------|----------------|------------------|--------------------------|---|---|
| V5.1 | Identify examples of Best Practice | All | Application Process | Staff time | 2007 | HBC WCC Developers | Academy for Sustainable Communities | ✓ - Applications and support materials recognized by several key bodies as an exemplar of good practice i.e. CABE and Environment Agency. |
| V5.2 | Visits to exemplar developments | All | Planning Process | Staff time | 2008 (2007) | WoW Forum | Cambridge, Basingstoke | ✓ - Visits to Dartford and Harlow in 2008. |
| V5.3 | Undertake a review | All | | Staff time | Ongoing | HBC WCC | Are organisations committed to the approach? Is it working? | |

| Vision 6 | | | | | | | | |
|--|---|------------------|----------------------|----------------|-----------------------------------|-------------|--|--|
| <i>To create an exemplar development from which others can learn for the future and which the local authorities are proud to have facilitated and promoted.</i> | | | | | | | | |
| No. | Outcome/Project | Component | Planni ng | Funding | Timetable | Lead | Action/Comments | Progress |
| V6.1 | Publish CD Strategy | Governance | | Staff time | April 2007 | HBC WCC | Print hard copies and post on LA websites | ✓ - Posted on WCC website. Printed version available on request. |
| V6.2 | Publish regular update on CD Strategy action plan | Governance | | Staff time | July 2007 and annually thereafter | HBC WCC | Annual report presented, plus quarterly update on progress. | Report to July 07 Forum meeting |
| V6.3 | Integrate latest policy initiatives | Governance | | Staff time | Ongoing | HBC WCC | Ensure that design and provision of services is in line with the latest policies such as children's centres, extended schools, extra care and adapts to new initiatives as they emerge | Example: Children's Centre linked to Health and nursery provision as part of the mixed use area. |

Key: CAH – Community Action Hampshire
HBC – Havant Borough Council
HCCS – Havant Council of Community Services
RSL – Registered Social Landlord
WACA – Winchester Area Community Action

CDRP – Crime & Disorder Reduction Partnership
HCC – Hampshire County Council
HCYS – Hampshire County Youth Service
SCI – Statement of Community Involvement
WCC – Winchester City Council