**LONDON BOROUGH OF LEWISHAM**

**JOB DESCRIPTION**

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| **Designation:** | Community Development Service Manager | Grade: | PO8 |
| Reports to (Designation): | Director of Culture and Community Development | Grade: |  |
| Directorate: | Community Services | Section: | Cultural and Community Development Service |

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**Main Purpose of the job:**

To provide high quality Community Development and Third Sector support services to the residents of Lewisham through the effective management of the Assembly Programme, including the community engagement element of allocating Neighbourhood Community Infrastructure Levy, and through grant aid and partnership working across the Borough.

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**Summary of Responsibilities and Personal Duties:**

**MANAGEMENT ROLES & EXPECTATIONS**

**As a Lewisham Service Manager you will:**

1. Be responsible for professional advice and support in service area to deliver in partnership with others the councils vision, values and ways of working.
2. Take overall responsibility for the planning and management of services, ensuring community and customer needs are identified and met.
3. Ensure the delivery of identified service objectives and continuous improvement of service targets.
4. Achieve results through the effective management and development of people.
5. Ensure the effective deployment of financial resources and compliance with statutory professional and organisational frameworks.

PERSONAL DUTIES:

1. Ensure the effective leadership, management and service delivery of the Council's community development and Third Sector support functions including the Assembly and Main Grant programmes.
2. Work in partnership with internal and external partners to develop and deliver an appropriate strategic framework for community development and Third Sector support. Ensure that relevant strategy documents are developed and updated.
3. Build on Lewisham’s reputation for innovation and excellence in supporting the Third Sector and engaging communities. Continue to work with colleagues and partners to further embed these approaches across the borough, developing new partnerships and approaches.
4. Provide expert advice to council officers, councillors and partner organisations on a range of projects including those potentially funded through NCIL.
5. Work with the Cultural Services Manager to ensure effective strategic investment in the Third Sector including in Sports and Arts organisations.
6. Lead a resilient service that is efficient, delivers its fundraising targets and increases its earned income.
7. Ensure the council optimizes and takes advantage of opportunities to attract external funding for the wider purposes of community development, and specifically the enhancement of the Third Sector, in the borough.
8. Represent the council within and outside Lewisham, creating opportunities to enhance the council’s image, partnerships and services
9. Provide senior management oversight for key contracts within the service, ensuring good relationship management and high performing contracts.
10. Ensure services are compliant with Health and Safety, information governance, licensing and other legal requirements.

Internal Contacts: These include Culture and Community Development Division SMT, Planning, Public Health, HR, Legal, Finance, Adult Social Care, Schools, Regeneration and Place Teams, Economic Development, Communications Team, Mayors Office, Councillors and Cabinet Members.

External Contacts: This will include third sector partners and local community groups, residents, Police, CCG, Goldsmiths University, other public sector partners.

To carry out the duties of the post with due regard to the Council’s relevant codes and procedures.

All employees are required to participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff:

Title: Grade No of posts

Third Sector Manager PO6 1

Community Development Manager PO6 1

Community Development Officers PO3 7.5

Grants Officer Sc6 1

Number of partially managed staff:

Title: Grade No of posts

**PERSON SPECIFICATION**

**JOB TITLE: Community Development Service Manager POST NO:**

**DEPARTMENT: Community Services GRADE:** PO8

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

**Knowledge**

Demonstrable knowledge of national and regional initiatives which inform the direction and delivery of community development and engagement services.

Detailed knowledge of challenges and issues facing the public sector and in particular local government.

In depth knowledge of approaches to increasing participation within the voluntary sector.

Knowledge of the areas that may be funded through a variety of council funding sources including Neighbourhood Infrastructure Levy.

**Aptitude**

Ability to inspire staff, colleagues and partners to work together with limited resources and deliver results.

Ability to operate within dynamic environment, flexibly but without losing direction.

Ability to advise and provide guidance on complex policy issues

Ability to work effectively within a political context

**Skills**

**(Skills can only be used as shortlisting criteria if the skill is to be tested)** (**To Be Tested** – **S)**

Excellent communication and presentation skills

Good budget management skills including income generation.

Confident and inspiring leader.

Creative, problem solving skills.

**Experience**

Substantial experience of working at senior management level with responsibility for relevant service areas.

Experience of developing strategic approaches and policy development.

Substantial fundraising experience.

Experience of monitoring, evaluation and learning frameworks across the Third Sector.

**General Education**

Excellent numeracy and literacy skills

**Equality & Diversity**

Awareness of and a commitment to Equality of Access and Opportunity in a diverse community **S**

Understanding of how equality and diversity relates to this post **S**

**Personal Qualities**

Credibility that inspires confidence of colleagues, partners and stakeholders.

**Circumstances**

Must be able to work flexibly to meet the demands of the job, including out of hours working at evenings and weekends.

**DBS Disclosure Required? No Basic Enhanced**

(Tick as appropriate – guidance available from your HR Advisor)

**Physical**

Generally candidates must meet the standard Lewisham requirements for the post

**LONDON BOROUGH OF LEWISHAM**

**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| Designation: | Community Engagement Manager | Grade: | PO6 |
| Reports to (Designation): | Community Development Service Manager  | Grade: | PO8 |
| Directorate: | Community Services | Section: | Cultural & Community Development |

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**Main Purpose of the job:**

To be the Council’s lead officer for Community Engagement including the Local Assemblies Programme and the Neighbourhood Community Development Partnerships.

To lead on the community engagement element of the distribution of Neighbourhood Community Infrastructure Levy.

To provide innovative and creative mechanisms to increase residents' ability to influence decisions within the borough, provide opportunities for people from different backgrounds to meet and interact and encourage active citizenship.

To directly coordinate up to two Local Assemblies.

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**PERSONAL DUTIES**

1. Lead the Local Assemblies and Neighbourhood Community Development Partnerships (NCDPs), developing policies, providing advice to elected members and officers and ensuring Lewisham retains its reputation for innovation and good practice in this field.
2. Act independently of management support in engagement of elected members and the wider community to identify development priorities across a range of policy areas.
3. Develop creative and innovative solutions to a range of complex problems identified through the Assembly programme.
4. To ensure robust, accurate and effective monitoring of grants and other relevant funding in line with the council’s policies.
5. Manage the Local Assemblies and Neighbourhood Community Development Programmes ensuring transparency, equality, accountability and the best possible outcomes for Lewisham residents. Work with other managers and officers across the Division that have a responsibility to deliver local assemblies in order to ensure a consistency of approach when necessary and maintain a high quality service.
6. Maintain a high level of expert knowledge relating to Community Development, the third sector and LB Lewisham policies and procedures.