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| **Department:** | | **Adults and Communities** |
| **a Title:** | | **Community Participation Worker** |
| **Grade:** | | **10** |
| **Post Number:** | |  |
| **Service/Section:** | | **Audience Development/Communities and Wellbeing (C&W)** |
| **Base/Location:** | | **County Hall** |
| **Responsible To:** | | **Participation Manager** |
| **Responsible For:** | | Freelance specialists and allocated volunteers |
| **Key Relationships/**  **Liaison with:** | | Community Groups, C&W colleagues, LCC partners, community organisations, Libraries Inc. Community Managed Libraries, LCC and independent museums, district and parish councillors, community leaders, Local Area Co-ordinators |
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| **Job Purpose** | | |
| * **To research, identify and target community groups with which to work based on the strategic objectives of the Service** * **To develop, plan and deliver bespoke cultural projects and activities in collaboration with target community groups including NPO projects** * **To evaluate, report and disseminate the learning from projects in order to evidence the impact of C&W activity in relation to Directorate Strategic Objectives** | | |
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| **Main Duties and Responsibilities** | | |
| **1.** | Independently research potential target community groups with which to work in order to meet the set objectives for the team. | |
| **2.** | Research the needs of targeted groups in order to plan tailored and appropriate approaches based on the characteristics of the audience concerned. | |
| **3.** | Establish positive partnerships with community groups, relevant community organisations and internal partners. | |
| **4.** | Develop, plan and deliver bespoke projects and programmes of activity with target groups ensuring that all activities are underpinned by principles of collaboration and co-production and when required meets the set outcomes of current NPO targets | |
| **5.** | Manage and procure the appropriate resources required to deliver projects (including recruiting freelance specialists) and ensure expenditure is within the allocated budget envelope. | |
| **6.** | Manage and train any volunteers associated with personal area of work in line with departmental standards and established good practice. | |
| **7.** | Train and advise professional C&W colleagues in developing services to meet the needs of a range of communities | |
| **8.** | Develop and implement evaluation of all projects and report and disseminate the findings of such evaluation | |
| **9.** | Contribute to the social media and marketing activities of the team including producing appropriate content and posting on relevant channels | |
| **10.** | Identify potential grant funding opportunities. | |
| **11.** | Be responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies. | |
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| **Special Factors** | | |
| * The nature of the work may involve the jobholder carrying out work outside of normal working hours. * This post is eligible for a DBS check under the Rehabilitation of Offenders Act   1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore, a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.** | | |
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| This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job. | | |
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| Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate. | | |
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| Date Revised: June 2023 | | |

**PERSON SPECIFICATION**



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| **Department:** | **Adults and Communities** | | | | |
| **Job Title:** | **Participation Officer** | | | | |
| **Grade:** | **10** | | | | |
| **Post Number:** |  | | | | |
| **Service/Section:** | **Audience Development / Communities and Wellbeing** | | | | |
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|  | | | **Essential** | **Desirable** | **How assessed** |
| Qualifications BTEC Higher or NVQ 4 (or equivalent)  Degree | | | **** | **** | Doc/Int |
| **Or** Demonstrable experience identified within the section below. | | | **** |  | Ref/Int |
| Experience Experience in working within a museum, library or cultural organisation  Experience of direct working with community groups and individuals experiencing social or cultural exclusion  Experience of developing and delivering projects  Experience of managing and training others including volunteers  Applying for external funding  Experience of producing, monitoring and evaluation reports | | | ****  ****  ****  **** | ****  **** | App/Int  App/Int  App/Int  App/Int  App/Int  App/Int |
| **Knowledge**  Knowledge of museums and library collections and functions  Audience research techniques  Knowledge of community needs analysis and other available datasets  Developing co-production approaches  Successful approaches to using museums, library and archive collections to engage audiences | | | ****  **** | ****  **** | App/Int  App/Int  App/Int  App/Int  App/Int |
| **Skills and Competencies**  Manages own and others time effectively  Ability to work on own initiative and as part of a team  Ability to interact positively with a wide range of individuals and partners  Ability to interpret customer needs and develop bespoke projects and programmes to meet identified needs  Proficient IT skills, including the ability to use Microsoft packages  Ability to make decisions within agreed boundaries  Excellent communication skills both verbal and written, including the ability to resolve conflict and report writing  Ability to utilise social media effectively  Ability to interpret and deliver strategic objectives | | | ****  ****  ****  ****  ****  **** | ****  ****  **** | App/Int  App/Int  App/test  App/test  App/Int  App/Int  App/Int  App/Int  App/Int |
| **Other Requirements**  An understanding of, and commitment to Equal Opportunities, and the ability to apply this to all situations. | | | **** |  | App/Int |
| Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010 | | | **** |  | Med |
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| **Key:**  **App = Application Form**  **Test = Test**  **Int = Interview** | | **Pre = Presentation**  **Med = Medical Questionnaire**  **Dc = Documentary Evidence (E.g., Certificates)** | | | |
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| **Date Revised: June 2023** | | | | | |