

<b>JOB OUTLINE</b>	
<b>JOB TITLE: Team Manager – Connected Communities</b>	<b>JET CODE: 7315</b>
<b>SERVICE: Connected Communities</b>	
<b>DIVISION: Communities &amp; Partnerships</b>	
<b>REPORTING TO: Service Manager – Connected Communities</b>	
<b>RESPONSIBLE FOR: Local team of Connected Communities staff</b>	
<p><b>JOB PURPOSE:</b></p> <p>In support of East Lothian’s ‘growth’ agenda, take a lead role by managing and co-ordinating community links in an allocated geographic area, supporting community capacity building and cohesion to make a demonstrable difference to achieving the Council and Community Partnership’s desired community outcomes.</p> <p>Enabling the development of strong local networks and links with key Council services, including schools, strategic partners (e.g. Police and Health) and community organisations to work as effectively as possible to deliver positive outcomes and help reduce inequalities.</p> <p>Ensuring robust governance and support for the local Area Partnership and Community Councils, to develop, implement and monitor Area Plan priorities in line with the Council’s Local Outcome Improvement Plan (LOIP) commitments and in accordance with Council policies and procedures.</p>	
<p><b>MAIN DUTIES:</b></p> <ul style="list-style-type: none"> <li>• Enable the development of connected communities, to support aspirational, empowered, resilient and vibrant localities.</li> <li>• Liaise with Council Services and community planning partners to engage with local communities and stakeholders to develop and implement the Area Plan to deliver outcomes addressing community priorities and help reduce inequalities.</li> <li>• Enable community cohesion in the context of rapid growth to encourage involvement of new residents, develop networks and consolidate capacity within the locality.</li> <li>• Support Area Partnerships and Community Councils in good stewardship of funds and in bidding for and managing internal and external funding to support the local priorities identified.</li> </ul>	

- Foster strong partnerships with local schools, third sector organisations and other key agencies (e.g. health and police) to optimise opportunities for collaborative working and sourcing of funding streams.
- Promote community capacity building, learning and development, including support for volunteering, awards and training through the community training calendar.
- Encourage engagement of young people and people who have lived experience of inequalities, to be able to influence local decision-making.
- Provide a single point of contact for community organisations receiving One Council Partnership Funding, and other Council grants, monitoring to ensure delivery to meet agreed outcomes.
- Develop and sustain effective internal and external relationships and appropriate partnerships with key national and local partners, to ensure a co-ordinated approach to service delivery.
- Promote equality and diversity in all aspects of service, with a particular focus on community access to services, ensuring inclusion of all relevant groups in the implementation of the delivery of Area Plan objectives and outcomes through jointly working with local Service providers.
- Develop the local Area Plan in conjunction with the Area Partnership and key stakeholders, analyse and maintain up to date Area Profile data, to inform priorities and identify gaps in services.
- Lead on project evaluations and performance management information, reporting on outcomes to the relevant Area Partnership, Council Committees and external agencies e.g. Education Scotland.
- Promote community engagement and support local community organisations to explore community empowerment opportunities, such as community asset management and transfers.
- Within allocated resources, contribute to the service's delivery of community development activity addressing the needs of the local community, with particular focus on early intervention youth work, community-based adult learning and family learning, and learning opportunities for vulnerable and disadvantaged groups.
- Identify and overcome barriers and obstacles relating to the implementation of the Area Plan, by negotiation, collaboration and agreeing solutions with relevant services/partners.
- Contribute to the development and implementation of the Connected Communities Service's communications strategy to maximise awareness and support for the work of the service including the Area Partnerships. Support Community Councils to develop capacity, fulfil their allocated statutory functions and operate within allocated budgets,

contributing to embedding the 'Resilient Communities' approach to local emergency planning.

- In conjunction with the Service Manager, manage local Community Development services and staff, ensuring alignment of priorities to deliver Area Plan and Community Learning and Development Plan outcomes.
- Contribute to the Connected Communities Service Plan and other relevant plans e.g. Community Learning & Development Plan, business continuity plan in compliance with statutory and professional standards.
- Undertake delegated lead roles in respect of any audit or inspection activity required within the service.
- Maintain awareness of developments in national policy, best practice, and a detailed working knowledge of all relevant legislation in order to ensure that the Council's policies and practices conform to statutory provisions.
- Manage the recruitment, selection, training, development, management and motivation of all employees within the designated area to ensure the highest possible level of performance, in accordance with the Council's Human Resources policies and procedures.
- Ensure 'Head of Establishment' duties are fulfilled in respect of designated community assets, including health & safety duties, risk assessments, business continuity planning, liaison with Facilities Management and Property Maintenance as necessary.
- Represent the Service Manager and Connected Communities Service at meetings and working groups, both internally and externally, as required
- Undertake a lead role on behalf of the Connected Communities Service on specific allocated One Council or Connected Communities thematic issues and projects.
- Undertake training and development relevant to the post.
- Support a culture of continuous improvement using management information and customer feedback.
- Take reasonable care of personal health and safety and ensure compliance with the Council's health and safety rules and legislative requirements.
- Ensure compliance with Council financial and procurement procedures in all aspects of service delivery.
- Promote a positive image of the Connected Communities Service by providing excellent customer care.

- Contribute to the work of the wider Communities and Partnerships Division and to support other members of the Communities and Partnerships Management Team, as and when required.
- Promote the Council's vision and values and a corporate culture that is positive, customer focussed and supports employee engagement to the highest standards.
- Work effectively within the political dimension.

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

## ESSENTIAL REQUIREMENTS FOR THIS ROLE

### Qualifications/Experience:

- Educated to Degree level in relevant discipline (e.g. Community Development) and/or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.

### Disclosure Scotland:

- This role requires **PVG clearance** for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

### Scottish Social Services Council:

- N/A

## TEAM RESPONSIBILITIES:

The Connected Communities Team works in partnership with local stakeholders, including community groups, volunteers, and other partners to make a difference, to help build resilience and reduce inequalities, to strengthen links between local groups and empower people to make their community the best place it can be.

PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	<p>Educated to Degree level in relevant discipline (eg Community Development) and/or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.</p> <p>Evidence of a commitment to Continual Professional Development.</p> <p>This role requires <b>PVG clearance</b> for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be <b>required prior to commencement</b>.</p>	Community Development or Business Management qualification.
Previous Experience (Paid & Voluntary Work)	<p>Experience of successful service delivery</p> <p>Experience of working in a local authority or other complex organisation.</p> <p>Experience of collaborative working.</p> <p>Experience in management of staff.</p> <p>Experience of financial management.</p> <p>Experience of leading on projects to implementation.</p> <p>Experience of developing strategy and policy to deliver improved outcomes.</p>	<p>Experience of writing funding applications.</p> <p>Experience of Community Planning.</p> <p>Experience of dealing with the media.</p> <p>Experience of community empowerment and asset transfer.</p>

	<p>Experience of managing performance and meeting targets.</p> <p>Experience of managing change.</p> <p>Experience of partnership working.</p> <p>Experience of supporting community engagement and participation</p>	
Knowledge/ Skills /Competencies	<p>Knowledge of the range and nature of services provided by the Council and its partners.</p> <p>Knowledge of relevant local and central government policies.</p> <p>Knowledge of Community Planning.</p> <p>Understanding of effective customer care.</p> <p>Understanding of the diverse needs of customers.</p> <p>Awareness of equalities and diversity.</p> <p>Effective verbal and written communication skills.</p> <p>Effective organisational and time management skills.</p> <p>Effective analytical skills</p> <p>Effective negotiation and influencing skills.</p> <p>Effective conflict management skills.</p> <p>Skilled user of Microsoft Office Suite such as Word, Excel, Outlook etc.</p>	<p>Knowledge of relevant statutory legislation.</p> <p>Understanding of the principles of planning and commissioning.</p> <p>Understanding of procurement and contract management processes.</p> <p>Knowledge of voluntary and community sectors.</p> <p>Knowledge of external funding streams.</p>

<p>Personal Qualities</p>	<p>Ability to develop effective relationships with stakeholders.</p> <p>Ability to lead and motivate others.</p> <p>Ability to use own initiative.</p> <p>Ability to multi-task.</p> <p>Ability to investigate and resolve problems.</p> <p>Ability to prioritise work under pressure and to meet deadlines.</p> <p>Ability to work flexibly as part of a team.</p> <p>Ability to deal sensitively with individual clients, including the need to maintain confidentiality</p>	<p>Ability to manage confrontational situations effectively.</p>
<p>Council Behaviours</p>	<p>We are customer focussed</p> <p>We initiate and embrace change</p> <p>We strive to be the best we can be</p> <p>We make things happen</p> <p>We work together</p>	