



ROLE PROFILE FOR COMMUNITY DEVELOPMENT OFFICER

Role Title: Community Development Officer

Service: Community Development

Location: Surrey Heath House, Knoll Road, Camberley, Surrey, GU15 3HD

Reporting To: Community Development Manager

Role Purpose

To support the Community Development service for the Council to achieve the council's strategic aim of promoting healthier and more inclusive communities

To help build and maintain a thriving network of community groups and projects, with particular focus on those in greatest need in our community, and to work with local sports clubs and health and wellbeing-focussed organisations to promote active and healthy lives for all.

To assist the Community Development Manager and the team's other Community Development Officer to deliver and coordinate high quality inclusive community events and initiatives that support the council's key objectives and priorities.

Main Duties and Accountabilities



- Facilitate and help those who are experiencing hardship by utilising the network of Council, voluntary, community and faith sectors to provide help to those most in need
- Work with local community groups, sports clubs and health-focused organisations to raise awareness of health priorities, and to increase physical activity in the local community
- Work with community groups to help facilitate solutions to address mental wellbeing, loneliness, isolation, fear and poverty
- To work with the Community Development Manager in reviewing and coordinating applications to the Council grant schemes that are available.
- Plan, coordinate and deliver high quality Community Events and engagement initiatives that support the council's key objectives and priorities and enable residents to understand and access the support available to them
- Have a good understanding of community development based on experience of facilitating and /or helping people and groups from our community.
- To take on additional duties as required to enhance both the role and develop your skill set.

Customers and Contacts

Important Internal Relationships

- Chief Executive and Corporate Management Team
- All Councillors
- Housing
- Family Support



- Community Safety
- Leisure & Recreation
- Communications Team
- Economic Development Team

Important External Relationships

- Surrey Heath Community and Voluntary Groups
- Surrey Heath Sports Clubs and Organisations
- Surrey County Council
- Surrey Community Development Network
- Schools, Educations providers
- NHS & Health Partners
- Faith network
- Members of the public



Person Specification

Qualifications and Training

Criteria	Essential or Desirable	Application, Interview or Assessment
Demonstrable paid or voluntary experience working with diverse community groups and organisations in a Community Development or Engagement role, or a similar field (e.g. health, leisure, charity or local authority)	Essential	Application

Knowledge and Experience

Criteria	Essential or Desirable	Application, Interview or Assessment
Understanding of the needs of diverse communities and individuals	Essential	Application
Experience of working in a community role	Essential	Application
Experience of working in partnership with other organisations to achieve outcomes	Essential	Application
Experience supporting the delivery of inclusive events aimed at diverse community groups and individuals	Desirable	Application
Effective ICT user, able to efficiently complete admin tasks and produce reports	Essential	Application



Skills and Relationships with People

Criteria	Essential or Desirable	Application, Interview or Assessment
Ability to work effectively with elected members, senior managers and staff at all levels	Essential	Interview
Demonstrates ability to develop strong relationships with external groups and partners	Essential	Interview
Excellent interpersonal and customer service skills	Essential	Interview
Excellent written and verbal communication skills with ability to present information to others	Essential	Interview
Ability to tailor communication to different audience types	Essential	Interview
Ability to manage personal work load in pressured environment	Essential	Interview

Creativity and Innovation



Criteria	Essential or Desirable	Application, Interview or Assessment
Able to plan and facilitate inclusive community events	Essential	Interview
Ability to work creatively, positively, dynamically and persistently to engage with people and organisations.	Essential	Interview

Financial Accountability

Criteria	Essential or Desirable	Application, Interview or Assessment
Monitor budget spend on projects and events	Essential	Interview

Initiative and Independent Action

Criteria	Essential or Desirable	Application, Interview or Assessment
Ability to work independently and unsupervised, remotely and within an office environment.	Essential	Interview

Additional Requirements



Criteria	Essential or Desirable	Application, Interview or Assessment
Willing to undertake an enhanced DBS check	Essential	Interview
Ability to participate in the Council's Civil Emergency arrangements and assist the Council with the elections	Essential	Interview

DBS Requirements

- Enhanced Check / Enhanced Adult & Child Barred

