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# Recruitment information

## Job description and person specification

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<b>Your title</b>	Community Partnerships Officer
<b>DBS check</b>	This post does not require a DBS
<b>Post number</b>	PRN000314
<b>Your team</b>	Policy & Performance
<b>You would be based</b>	At the Civic Centre, Esher
<b>Your line manager</b>	Policy Manager

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## About the role

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Elmbridge has a strong, independent and valued voluntary, community and faith sector. The sector's work is crucial within the borough and supports us in our wider community work. You will be the key voluntary sector link for the council. As part of this you will work closely with the sector to ensure we are all responding to changing community needs.

You will also be the lead for all the Elmbridge community sector grants and funding schemes, ensuring our offer is always based on need.

You will have an important role in building relationships with the community, establishing mechanisms that support effective consultation, partnership and engagement with the local community.

As part of a wider team, you will have the opportunity to get involved in other council projects, particular around wider partnerships and engagement across the Borough.

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## The main purpose of the role:

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To provide comprehensive support to the Voluntary, Community and Faith Sector (VCFS).

To encourage and assist partnership working amongst the voluntary, community and faith sector.

To encourage partnership working by organisations who fund the VCFS by forming an active network of funders willing to share information and consider joint funding opportunities.

To manage, administer and monitor the council's grant and funding schemes, Elmbridge Lottery and VCFS sector core funding.

Establish and maintain a network of key groups in the public, private, community and voluntary sector and act as the convenor of these groups.

To deliver community engagement through a wide range of methods in line with our Vision and Priorities.

This role will include proactive and reactive work, utilising key skills in partnership working, engagement and networking.

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## Specific duties and responsibilities

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- Act as a liaison officer and coordinate the support the council gives to the voluntary, community and faith sector (VCFS).
- Act as a convenor for a VCSE Funders network to share information and ideas about how best to support the VCSE sector
- Proactively engage the VCFS on issues within the community, responding to emerging needs, issues and trends.
- Act as a problem solver and support for the VCFS on community impact issues.
- Act as a convenor for VCFS, creating opportunities for networking and shared learning.
- Support and oversee any council run VCFS partnership meetings.
- Oversee the council's grants and funding schemes for the VCFS, including any annual grants, Elmbridge lottery and other schemes that may be developed as required such as cost of living funding.
- Manage and oversee service level agreements with the VCFS that receive council funding.
- Undertake regular monitoring of performance measures of allocated funds to monitor and evaluate the strategic effectiveness of council funds awarded.
- Work closely with Central Surrey Voluntary Action (CSVA) to support the sector.
- Prepare reports for elected members on grant funding as required.
- Co-ordinate and support the council's approach to the cost of living crisis, supporting the wider partnership work.
- Work with the wider Policy Team to ensure a coordinated approach across all our engagement and partnership working.
- Work with Communications to publicise funding programmes.
- Link in with the CSVA on funding opportunities and promote as required.

- Continuously evaluate, review, monitor and develop the support to the sector.
- Through the council's economic development work, build relationships with the Business community to promote Corporate Social responsibility (CSR), linking with Central Surrey Voluntary Action (CSVA) and the wider sector.
- Working in partnership lead on events that enable communities and residents to have their say and links them with local organisations.
- During times of crisis or emergencies be the main link to the VCFS to provide information and reassurance.
- Work with the wider P&P team on community development as required.

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## **What's missing?**

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Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

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## **Your conduct**

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We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

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## **Equal opportunities**

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We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

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## **Health and safety**

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We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

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## **Personal and sensitive data**

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You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

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## **Talent development**

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We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

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## **Confidentiality**

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We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

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## Person specification

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**Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.**

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

**What you need to tell us on your application form:**

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

**Insert title:** Community Partnerships  
Officer  
**Team:** Policy & Performance  
**Salary:** £40,791 – £42,751 (SO2)

**Post no:** PRN000314  
**Hours:** 36  
**Car allowance:** Casual C4

## Qualifications and education

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
1	GCSE English/Maths or Equivalent	E	A

## Experience

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
2	Experience of supporting community organisations to meet shared goals	E	A/I
3	Experience in partnership working and stakeholder engagement	E	A/I
4	Working in, or with, the Voluntary, Community and Faith Sector	D	A
5	Managing grants and funding schemes	E	A/I
6	Experience of managing own workload, including under pressure and to deadlines	E	A/I/T
7	Experience of maintaining record keeping processes and systems	E	A/I
8	Experience of working in a multi-disciplinary team	E	A/I
9	Experience of engagement with community groups or residents	E	A/I

## Knowledge, skills and abilities

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
10	Ability to build links and facilitate meetings	E	A/I
11	Good analytical and problem solving skills	E	A/T
12	Ability to use digital technology/ICT	E	A/T
13	Ability to communicate with a range of people from different backgrounds, including social, ethnic and professional, both verbally and in writing, providing advice and guidance	E	A/I/T
14	Ability to work with people at all levels, including elected members	D	A
15	Knowledge of community development issues	D	A/I
16	Knowledge of successful approaches to strengthening community cohesion	D	A/I
17	Organisational, administrative and report writing skills	E	A/T
18	Able to work on own initiative and as part of a team maintaining a high standard of work.	E	A/I

## Special requirements

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
19	Ability to travel to external meetings as required	E	A
20	Ability to attend evening meetings as required	E	A