
Recruitment information

Job description and person specification

Your title	Project Officer
DBS check	This post does not require a DBS
Post number	New post
Your team	Policy & Performance
You would be based	At the Civic Centre, Esher, with travel within the Borough as required
Your line manager	Senior Community Partnerships Officer



Elmbridge
Borough Council

About the role

Elmbridge has a strong, independent and valued voluntary, community and faith sector (VCFS). The sector's work is crucial within the borough and supports us in our Connected Communities approach. Working collaboratively with the sector, Elmbridge has designed the Voluntary Sector Support programme, and you will be instrumental in the delivery of key workstreams.

You will lead on the development of Elmbridge's Community Connector Programme, creating additional community touchpoints and delivering appropriate knowledge via bespoke training to enable Community Connectors signpost residents towards relevant services and support.

You will work with the sector to develop a centralised resource that supports training and learning for the sector, organisations and their staff within it.

You will be willing to get involved in different project areas and will have the chance to show your strong communications skills as you will be provided with many opportunities to engage with a wide range of people.

This role sits within the Policy & Performance team during the programme's development phase, with a long-term ambition for full ownership to transition to the sector once it is fully established and operational.

The main purpose of the role:

Elmbridge's Connected Communities approach and this role aim to:

- To support, develop and enable volunteering in the borough through support to the Voluntary, Community and Faith Sector through Council leadership of the Community Connectors Programme
- To provide comprehensive support to the VCFS: encouraging and assisting partnership working amongst sector and championing the Council's role as an enabler
- Use all resources creatively, moving beyond organisational boundaries to operate as one team
- Use our data to identify and target where our support is needed to deliver the most impact

The Project Officer will support their line manager to align and operationalise delivery and strategic thinking of the 'Connected Communities' approach across the Council and with partners.

Specific duties and responsibilities

- Work across the Council and partners to support the delivery of workstreams within the Voluntary Community Faith Sector, leading on the delivery of the Community Connectors Programme (CCP).
- Undertake research and evaluation of internal work and external examples of good partnership practice.
- Develop data-led reports and action plans to drive improvement across systems and the local area.
- Prepare updates for communications to our key stakeholders, elected members and colleagues.
- Provide administrative support to line manager and wider functions of the Council's support of the Voluntary, Community and Faith Sector
- Process payments and invoices.
- Keep learning and growing through training and reflection on the principles that underpin Elmbridge's Connected Communities approach.

What's missing?

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.

Your conduct

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

Equal opportunities

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

Health and safety

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.

Personal and sensitive data

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.

Talent development

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.

Confidentiality

We are committed to maintaining the 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.

Person specification

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.

Project Officer
Team: Policy & Performance
Salary: SCP 22-25
£34,212 - £36,319

Post no: New
Hours: 36 hours
Car allowance: C4

Qualifications and education

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
1	Fluency in spoken and written English	E	A/I/T

Experience

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
2	Experienced in influencing and supporting positive change at individual, community or organisational levels	D	A / I
3	Experience of working with office systems, including organising resources and setting up, operating and maintaining effective administrative systems	E	A / I
4	Experience of project administration, including coordinating activities, maintaining records and supporting delivery against timelines	E	A / I/T
5	Ability to undertake research and analysis, with experience in collecting, interpreting and presenting information effectively	E	A / I/T

Knowledge, skills and abilities

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
6	Ability to communicate clearly and concisely at all levels both verbally and in writing	E	A / I
7	Good understanding of the use of information and data protection	E	A / I

8	Ability to analyse data, produce and deliver effective reports	E	A / T / I
9	Ability to use digital technology/ICT	E	A / T / I
10	Demonstratable commitment to ongoing professional development to enhance knowledge, skills and practice	E	A / I
11	Political sensitivity	E	A / I
12	Strong problem-solving skills with an ability to work to tight deadlines	E	A / T / I

Special requirements

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