



SWINDON
BOROUGH COUNCIL

Project Officer (Community Involvement)

Job Title: Project Officer (Community Involvement)	Role Profile Number:
Grade: Grade N	Date Prepared: 04/04/2022
Directorate/Group: Adults, Housing and Health (Public Health)	Reporting to: Community Participation Manager
Structure Chart attached:	No

Job Purpose

To establish and deliver a Swindon-wide community involvement project which seeks to galvanise community action, develop and grow community connections, increase opportunities for volunteering and participation and ultimately improve the health and wellbeing of Swindon residents. There will be a particular focus on building stronger community cohesion as a means of raising aspirations and reducing health inequality. This role will work closely with local community and voluntary groups, organisations, charities and individuals to generate interest and support to address local needs. An example of this work would be to facilitate positive local action in support of Refugees and Asylum seekers arriving to Swindon.

Key Accountabilities

- Work alongside the VCS to maximise the skills, experience and offers from within local groups and charities
- Create local opportunities for people to connect with others, build social networks and opportunities to get involved in positive activities
- Respond to local challenges, developing action places to address issues and generate positive outcomes
- Work with internal and external partners and the strategic partnership boards to ensure the work meets the desired outcomes and contributes to the priorities, i.e support for refugees arriving from Ukraine
- Engage with local communities and Community Leaders to identify suitable times and venues to organize and deliver community connection events.
- Work alongside Community Leaders to ensure that all activity is culturally sensitive, is accessible and remains relevant locally
- Work in partnership with community settings, Parish Councils, Community and Faith Leaders to establish and ensure the sustainability of community activity, such as a Community Free Shop

- Maintain accurate, up to date records of action, outputs and outcomes in order to complete required performance reports
- Work alongside internal colleagues and the wider Voluntary and Community sector to identify onward signposting to ensure people have access to information, advice or support, which will enhance their wellbeing
- Utilise the 'Live Well on the Road' and 'Live Well@Sanford' to optimize opportunities for spreading health and wellbeing messages

Supplementary Accountabilities

- Play an active role within the Public Health team and ASC, including regular attendance of team meetings and contributing to the overall business plan
- Undertake and participate in any training required for the post holder to fully carry out their duties, including mandatory updates/refresher training

Knowledge & Experience

- Knowledge of health, social care and voluntary and community sector services/networks in Swindon
- Knowledge of the boundaries of confidentiality and safeguarding
- Knowledge of Public Health principles and practices
- Experience of working in a health, social care or voluntary and community sector environment.
- Experience of using coaching and/or motivational interviewing or similar techniques.
- Experience of working collaboratively with other workers/agencies in order to coordinate efforts
- Experience of working on a one to one basis supporting an individual's Health and Wellbeing.
- Experience of running health promotion activity and delivering community engagement
- Experience of recruiting, training and managing volunteers
- Sound IT knowledge and skills, specifically Microsoft, including Excel

Qualifications

- Educated to degree level with experience of working in a health, social care, community or customer focused setting

Decision Making

- Ability to work on own initiative and work collaboratively as part of a wider team
- Confidence and experience to make appropriate autonomous decisions
- Ability to fully involve patients in the development of their plans
- Confidence and skill to influence at a senior level
- Ability to prioritise and manage a changing workload using a wide range of strategies
- Knowing when to escalate concerns or bring about multi agency approach
- Confidence in bringing a call/meeting to a conclusion
- Knowledge and escalation around safeguarding

- Ability to train and inspire others.
- Motivating volunteers, patients and groups
- Build strong, trusting and constructive relationships across a range of partners and colleagues
- Proactive in seeking support, consultation and advice from colleagues.

Other Key Features of the role

Office based as well as out in the community. Some evening and weekend work required. Can be long periods on the telephone and in front of a screen.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	