

## **Job Profile Information: Community Partner**

**This supplementary information for Community Partner is for guidance for job Level 4 Zone 2**

### **Camden Way Category 4**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.**

#### **Role Purpose:**

This is an exciting role in the Community Partnership Team. There are 10 Community Partners within the Unit, each playing a vital role in delivering our VCS strategy and enabling a cohesive and resilient borough. The key to the roles is to drive and support a dynamic, innovative team that delivers success through partnership. The purpose of the role is:

- To lead on projects which deliver the strategic objectives outlined in Camden 2025 and the VCS Strategy including Community Cohesion and Resilience.
- To encourage innovation and partnership working between the community and the Council to find solutions which include reaching communities where there isn't currently good representation.
- To support the Head of Community Partnerships to promote the importance of the VCS in building stronger communities, both across the Council and to external partners.

#### **Example outcomes or objectives that this role will deliver:**

The post holder will work flexibly across the core functions listed below to support and lead the successful delivery of programmes, partnerships and projects. The post holder will be expected to develop expertise in one or more of the additional 'expertise' objectives, and the Head of Community Partnerships will ensure development of post holders across these areas.

#### **Core:**

- Community cohesion and social capital, including strategic advice and support to volunteering in Camden.
- Working from within our communities to develop projects with partners to deliver on key needs.
- Partnership working and relationship management.
- Using creativity and problem solving to develop interventions which improve outcomes for residents.

**Expertise:**

We welcome post holders with skills in the following areas, and will seek to develop these skills across the team:

- Capacity building.
- External funding.
- Project Management.
- Financial Management.
- Understanding the VCS infrastructure and helping it to thrive.
- Social value in Commissioning and Procurement.
- Grant management.
- Critical thinking and project analysis.
- Logical framework planning and outcome management.

**People Management Responsibilities:**

The role will not have direct line management responsibility; however, they will work within a matrix and so may pull resource from the team or elsewhere in the Council to contribute to the delivery of projects. The role may therefore define priorities, set objectives, and allocate work strands for time-limited projects and manage the workload. The post holder will agree resources with the Head of Community Partnerships and/or Lead Community Partner, and then oversee the work of staff drawn from the flexible matrix operating model.

The role will be expected to embrace the ethos of a self-managed team, where resources are used flexibly to deliver agreed priority areas of work.

The role will contribute towards sharing and developing knowledge within the team within a learning culture with a growth mind set.

**Relationships:**

The post holder will be largely self-managing with personal management and development carried out within the service. Their day to day management while working on projects will be by a Lead Community Partner.

The post holder will be expected to develop and maintain relationships across the organisation, with elected members as appropriate, partner organisations, government departments and customers as dictated by the projects, roles and tasks they will be carrying out. The post holder will be responsible for supporting the development of an effective and coherent Community Partnership team.

**Work Environment:**

The post holder may be required to work in a variety of teams and workplaces.

**Technical Knowledge and Experience:**

- Degree level qualification or equivalent work experience.
- Experience of community development and / or developing community cohesion and resilience.
- Strong account management, project management and service planning skills.
- Experience of providing advice and recommendations to board level, senior officers and elected members.
- Political awareness and sound judgement.
- Experience in leading partnership working and managing stakeholder relationships.

**Camden Way Five Ways of Working**

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

**Structure Chart:**

See overleaf.

