**Job Profile Information:** Head of Community Partnerships

**This supplementary information for** the Head of Community Partnerships **is for guidance and must be used in conjunction with the Job Capsule for** Level 6 Job Zone 1**; Camden Way Category:** Leadership

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 role will lead the work of the Community Partnerships team to deliver the Council’s outcomes as set out in the Renewal Missions and the refreshed priorities for Camden 2025. Camden’s voluntary and community sector is a key partner in delivering services and support to our communities. Ensuring that the council and the vcs can work to their respective strengths as partners in the changing socio-economic landscape will require a Head of Service who is plugged in to public sector and third sector strategic thinking and developments. Central to the role will be the ability to bring creativity and innovation to the way we work with and support the sector to achieve the best outcomes for Camden’s communities and making a positive impact to achieving our priorities. Your expertise and knowledge of the requirements of the role means that you are a self starter, able to work at pace and generate confidence in your abilities and the quality of the advice and leadership credentials you bring to the role.

The Head of Community Partnerships is an exciting and important role making a significant contribution to our work with the voluntary and community sector. The focus of work over the next two years is: (i) community spaces – rent and leases; (2) funding and investment; (iii) digital; (iv) infrastructure and resilience (v) working with the Head of Libraries, Arts and Tourism to deliver our ambition for libraries as community and neighbourhood hubs.

**The role will:**

* Work with the Director, Community Services, to deliver the strategic priorities for the council’s work with the voluntary and community sector. With the Director Community Services, act as the Council’s strategic leader in its relationships with the VCS and advise Senior Officers and Cabinet Members as required.
* Lead and line manage the Community Partnership team in the delivery of the Camden 2025 Council priorities and Community Partnerships work programme.
* Work with the Director of Community Services and the Senior Management team to deliver Medium Term Financial savings and deliver our Community Partnership programme within the service budget.
* Responsibility for and oversight of the Strategic Partners Fund, Community Impact Fund, Camden Advice Partnership, and Infrastructure Funding. Council funding to the sector in the region of £5m.
* Develop new investment and funding models that facilitate innovative ways of Camden supporting future sustainability of sector partnerships
* Represent the council and advocate for Camden’s vcs in pan London and other forums, including London Councils and London Funders.
* Development Client function for vcs, relationship management and co-ordination of vcs end user benefits for new vcs related capital development schemes.
* Responsibility and oversight of the vcs community spaces rent and leases policy and delivery, vcs relationship management both strategic and operational
* Working with the Head of Service, Libraries, Arts and Tourism, and cross divisional teams in community partnerships and libraries, take forward the development of libraries as community neighbourhood hubs
* Through vcs partnerships, embed and enable a range of community and vcs partners to fully participate in community life, support the strengthening of community cohesion and resilience.
* Lead service planning and resource allocation within the team to ensure that projects are appropriately resourced and prioritised.

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

The post holder will work flexibly across the functions listed below. The post holder will have experience in one or more of these areas and the ability to gain an understanding and knowledge of all areas:

* Leading the Community Partnerships team in the delivery of Camden 2025 by working across the Council and with external partners.
* Leading the strategic direction of the Community Partnership Unit.
* Responsibility for and oversight of the Community Partnership projects including, but not limited to:
  + Community cohesion and resilience
  + Commissioning and social value
  + Partner funding
  + Strategic partner delivery
  + Equalities
  + Community Spaces: Rents and leases
* Performance development and professional development for the service.
* Service improvement.
* Oversight of financial management, contract management and funding models.
* Relationship management, particularly with Senior Officers and Cabinet Members.
* Working alongside the Community Services Senior Management Team to support the leaderships of the division.
* Corporate and directorate strategic/plan development and implementation and monitoring.

**People Management Responsibilities:**

The post holder will line manage three Senior Community Partners and a pool of Community Partners. The post holder will ensure all staff working on specific projects are supported to deliver work to a high standard, on time and to budget; and, that priorities are correctly defined with the right resources allocated in advance.

The role will embrace the ethos of a self-managed team, where resources are used flexibly to deliver agreed priority areas of work and learning is continuous, reflective practice is explicit and a growth mind set is held.

**Relationships:**

The role reports to the Director of Community Services and leads the Community Partnership Unit. The role will work alongside Senior Management in the division to support its leadership.

The post holder is responsible for service planning, allocation of resources and budget management.

The role will be required to represent the Council at external meetings with partners, community groups and professional bodies.

**Work Environment:**

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

**Technical Knowledge and Experience:**

* Senior management experience, including managing multi-discipline teams to deliver complex projects, initiatives, programmes to meet the needs of voluntary and community sector.
* Working with or for the voluntary and community sector, (third sector), and current understanding of the vcs relationship with the public sector to deliver shared results and outcomes
* Developing community assets with multiple stakeholders
* Effective stakeholder management relationship, with a proven track record in partnership working.
* Strong commercial awareness and financial acumen.
* Excellent written and oral communication skills
* Demonstrable ability to influence and lead complex work programmes.
* Experience developing and managing strategies and plans to meet the needs of a high-profile fast paced organisation.
* Excellent strategic planning, resource management and service planning skills.
* Experience of providing strategic advice to board level officers and elected members.
* Strong level of political awareness and sound judgement.
* Degree level qualification or equivalent senior management/professional work experience.