**Job Profile: Community Partner**

**Job Grade: Level 4, Zone 2**

**About Camden**

‘Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we’re not just home to UK’s fast-growing economy. We’re home to the most important conversations happening today. And we’re making radical social change a reality, so that nobody gets left behind. Here’s where you can help decide a better future for us all.

**The role**

**Aims and functions of the Team**

The overall aim of the Team is to facilitate a strong relationship between the Council and the Sector, in two ways:

1. Building a strong and resilient sector – ensuring the sector remains as a strong vehicle to help deliver outcomes and shift to changing need
2. Identifying and putting in place areas for greater collaboration

The functions the Team is currently responsible for (which may evolve over time):

* Building networks of community groups on a geographical area (not dependent on whether we fund) – each Community Partner owns the relationships with the emerging networks, the individual VCS and faith groups in their area and any work that comes from that
* Grant delivery and management – Including Strategic Partnerships; Advice; and Infrastructure/Capacity development
* Advice and working with other parts of the Council, and ensuring a coherent and consistent cross council approach to the sector. This includes oversight of programmes of work that affect the sector
* Overseeing and delivering a programme of work that levers a resilient sector, including: approach to VCS property and assets; advice; capacity building; faith engagement; volunteering; use of tech to support a resilient sector; oversight of Council’s approach to cohesion
* Oversight of organisations at risk, proactively putting steps in place to ensure they are given opportunities to succeed.
* Oversight of communications and contact with the sector – including regular newsletter and the VCS leaders forum
* Support the Council and the sector to step up to emerging need – examples include pandemic response

**Role Purpose:**

There are six Community Partners within the team, working to one of three Senior Community Partners, overseen by the Head of Service.

The roles will involve an interesting mixture of working directly with the community as well as opportunities for developing strategic projects, and influencing peers in other parts of the Council.

The key to the roles is to support a dynamic and innovative approach that delivers success through partnership. The purpose of the role is:

* To hold the day to day relationship with organisations and groups, including managing any funding relationship and grant monitoring
* To build strong and trusting relationships between the Council and individual and groups of organisations and groups – whether we have a funding relationship or not.
* To support the development of a network approach to delivering better outcomes – including geographical as well as outcome based.
* To facilitate two way dialogue on sharing of insights and needs in the borough – to ensure an up-to-date and collective understanding of how our residents are
* To lead on projects which deliver the strategic objectives outlined in Camden 2025 and the VCS Strategy including Community Cohesion and Resilience.
* To encourage and facilitate 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 Senior Community Partners and the Head of Service to promote the importance and effectiveness of the VCS in building stronger communities, both across the Council and with 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, and volunteering in Camden.
* Community development, 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 they are leading on. The role may therefore, within the scope of a project, define priorities, set objectives, and allocate work strands for time-limited projects and manage the workload.

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 Senior 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.

**About you**

**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.

**Over to you**

We’re ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we’re supporting people, and we’ll redefine what a career can be. If that sounds good to you, we’d love to talk

**Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](http://camdocs.camden.gov.uk/HPRMWebDrawer/Record/8081811/file/document?inline).

**Diversity & Inclusion**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and Marginalised Ethnic groups **)**, those who identify as LGBT+, neurodiverse and disabled people. Click [Diversity and Inclusion](https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page2) for more information on our commitment.

**Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn’t.

At Camden we are proud to be one of Hire Me My Way’s inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,