**Job Profile**

**Job Title:** SeniorCommunity Partner (assets and project)

**Job Grade:** Level 5, Zone 1

**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**

**Role purpose:**

This role is part of the Community Partnership Team, who work to ensure the conditions are in place for working with the voluntary and community sector that deliver outcomes for our residents.

This is a fixed term post for 24 months, with a specific brief around use of assets by the voluntary and community sector – as well as other specific projects that may emerge. The role sits within the Community Partnerships Team, and the post holder will be expected to work closely with the Property Team as well as developing strong relationships with voluntary sector partners.

The post holder will be responsible for driving the day to day activity and problem solving, working closely with the Head of Service who holds overall accountability.

The post holder is not required to have an in-depth understanding of property and assets management or the VCS, but will need to have a clear thinking and creative mind-set and ability to learn quickly. This is an interesting position for someone looking to develop their career and experience in the following areas:

* Exposure to a wider number of Council teams and understanding internal processes, policies and service areas – including community partners; property; finance; and legal
* Working closely with voluntary and community
* Developing strong strategic thinking and writing skills – including stakeholder management, and navigating the Council’s decision making processes.

The purpose of the role is:

* To identify and lead on the strategic development of initiatives that maximise the use of property assets by the sector, and to encourage innovation and partnership working between the community and with the Council.
* To manage and co-ordinate delivery of the programme of work on VCS rents and leases, working with the sector and Council teams to develop the detail that underpins this. This including:
	+ Project management of actions that will deliver a clear and consistent approach to use of council assets for the VCS , working to the Head of Service and Property
	+ A programme of engagement with the sector
	+ Distilling complex and multiple information to help inform policy development
	+ Writing strategic briefings and reports, with the aim of supporting the Council to agree a clear policy on rents and leases with the voluntary sector
* Oversight of how current assets are being used, including impact of rents and property liabilities on overall ability for VCS organisations to function.
* Advocacy support with the sector and Property, to identify and highlight where there are opportunities and pressures – and make sure steps in place to address this (it will be the responsibility of Property and Credit Control to chase for rent)
* To support the development of a network approach to working with and between the sector
* To find solutions which include use of Council assets for communities where there isn’t currently good representation.
* To promote the importance of the VCS in building resilient communities, both within the Council and to external partners.
* To foster strong working relationships and innovative approaches with other parts of the Council working with the sector
* To deputise for the Head of Community Partnerships
* To lead on any other projects as appropriate

**About you**

The post holder will need to demonstrate the core skills listed below

* Degree level qualification or equivalent work experience.
* Strategic analysis and critical thinking
* Using creativity and problem solving to develop interventions which improve outcomes for residents.
* Strong account management, project management and service planning skills.
* Political awareness and sound judgement.
* Experience in leading partnership working and managing stakeholder relationships.
* Financial literacy.

We would also welcome additional expertise in the following areas

* Community development - working within our communities to develop initiatives that respond to need.
* Experience of providing advice and recommendations to board level, senior officers and elected members.

**People management responsibilities:**

The role may manage one or more of the Community Partners to deliver on programmes of work, as well as pulling draw on resource from elsewhere in the team and the Council to contribute to the delivery of the programme.

The role will define priorities, set objectives, and allocate activity for time-limited projects and manage the workload in line with priorities. The post holder will agree the priorities with the Head of Community Partnerships and other Senior Community Partners, and then oversee the work of staff drawn from across the team, working with other parts of the Council and partners as necessary.

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 line managed by the Head of Service. Personal development will be carried out as part of the service and in 121s.

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 building 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.

**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.