

POST TITLE	COMMUNITY EMPOWERMENT AND ENGAGEMENT OFFICER
DIRECTORATE	PLACE
SERVICE	CULTURE AND WELLBEING
RESPONSIBLE TO	HEAD OF COMMUNITY EMPOWERMENT/ COMMUNITY EMPOWERMENT AND ENGAGEMENT MANAGER
NUMBER OF POST HOLDERS	6 FTE
POST NO.	

PURPOSE OF JOB

The post holder will support the building and development of relationships with key partners including but not limited to; locality community planning partnerships, neighbourhood networks, , tenant and resident's groups, friends of groups, , community centre management committees, the local voluntary sector and other community groups etc to support local empowerment and engagement and local community planning models and develop community capacity within the local areas.

The post holder will support engagement and dialogue with a wide range of locality representatives including but not limited to: Neighbourhood Networks, Locality Community Planning Partnerships and other community planning partners to support the collation of local community interests and priorities.

The post holder will have a lead role in the support and ongoing evaluation of Neighbourhood Networks developed as part of the Edinburgh Partnership governance framework.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Provide support to Neighbourhood Networks within local areas to facilitate/support meaningful local community and third sector participation in empowerment and engagement activities including community planning and delivery activity arrangements,. This will involve assisting in the design, organisation and delivery of events, issuing and publishing of papers and promotion/awareness raising.
- Contribute to the provision of support for community centre management committees to deliver engagement activities.
- The post holder will support the implementation of the Shared Prosperity Fund through the promotion and organisation of activities related to the Fund with community and community run centre management committees.
- Contribute to the provision of support for Locality Community Planning Partnerships and their members to develop effective and efficient business management processes.
- Support the arrangements for delivering community planning priorities, projects and programmes of action at a locality level in line with the Community Empowerment (Scotland) Act 2015 with particular emphasis on collaboration, consistency, coordination and public engagement
- Attend and contribute to the activities of steering groups, representative forums and review groups at a locality level to support the work of the Edinburgh Partnership in addressing its priorities and targets as required.
- support the implementation of Health & Safety responsibilities for a number of community centres across the city pending a review of these arrangements by the Council

- Contribute to the support of individual partnerships/groups across a range of functions as required to ensure that the decision-making and business processes operate efficiently and effectively, and appropriate linkages are identified/achieved.
- Support engagement and dialogue with a wide range of locality representatives including but not limited to; Neighbourhood Networks, Locality Community Planning Partnerships, community councils, tenant and resident's groups, friends of groups, parent teacher councils, community centre management committees, the local voluntary sector and other community planning partners to support the collation of local interests and priorities in response to a wide range of Council initiatives..
- Work in partnership with key stakeholders within local communities to promote & support the development of a network of contacts to develop community capacity enabling residents to take leading roles in the development of their communities.
- Work in partnership to support the implementation of the Edinburgh Partnership governance framework and work programme.
- Support and contribute to the review and refresh of Locality Improvement plans along with other relevant community planning partners/lead partners
- Assist in monitoring and administration of the locally devolved Community Grants Fund budget
- Assist in supporting/enabling community involvement/influence in the decision-making processes associated with the expenditure of the above and any other devolved Council budgets.
- Undertake any administrative duties as deemed necessary in the execution of the above tasks/activities.
- Deputise for the Community Empowerment and Engagement Manager(s) or represent the Council as required.
- Work closely with local Elected Members, senior officers and external agencies to represent the Council's interests.
- Assist in the preparation and content of reports, strategic plans, other documents, briefings, presentations and FOIs for Council meetings, external agencies, senior officers, including the Council Management Team and the relevant committees as well as business and stakeholder groups.
- Assist in the development and implementation of relevant Council policies which ensure compliance with statutory responsibilities and national legislation.
- Support the Council's democratic process, by attending all relevant committees and other meetings of the Council and Elected Members as required.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- The post holder should be educated to degree level or equivalent in a relevant professional discipline or will be able to demonstrate relevant experience and competence.
- The post will require a detailed understanding of Community Empowerment, Community Engagement and knowledge of associated policy, public service and community issues.
- The post holder will have the demonstrated ability to analyse and communicate information and experience of co-ordinating projects and working effectively with colleagues/partners.
- The post holder must have extensive experience of working in partnership settings with multi-agency groups, be able to work in a dynamic environment with a wide range of stakeholders and have a demonstrated ability to communicate, influence and negotiate effectively at all levels whilst maintaining effective relationships with a diverse range of people and organisations.
- The post holder will demonstrate a high level of initiative and support the identification of opportunities for the development of the local Community Empowerment and Engagement activities which link community organisations including community councils and the Third Sector to the Edinburgh Partnership, City of Edinburgh Council and Scottish Government priorities and policies.
- The post holder will support innovative arrangements for delivering community planning priorities, projects and programmes of action in line with the Community Empowerment (Scotland) Act 2015 with particular emphasis on collaboration, consistency, coordination and public engagement.
- The post holder will demonstrate excellent problem-solving skills including:
 - interpretation of policy and guidance in a range of situations that can be unique or atypical
 - creative solutions to problems that may arise with a range of partners, stakeholders and funders

- The post holder will be required to effectively manage varying levels of reputational and political risk in the delivery of their responsibilities and demonstrate effective working within a full range of non-formal and formal political environments.
- The post holder will be expected to engage with and have daily contact with a wide range of community representatives, management committees, third sector organisations, elected members, internal Council services, statutory bodies and other stakeholders. As such they must have a demonstrated ability to communicate and negotiate effectively at all levels whilst maintaining effective relationships with a diverse range of people and organisations.
- The post holder will represent the Council on a range of external bodies, working groups, committees and boards at a local level as required.
- The post holder will support engagement and dialogue with a wide range of local organisations including but not limited to: Neighbourhood Networks, Locality Community Planning Partnerships and other community planning partners.
- The post holder will be expected to operate with a certain amount of autonomy, making daily decisions in the course of their duties, within the context of strategic and local priorities considering, financial planning, equalities impact, effective management of resources, reputation and appropriate engagement with communities and other community planning partners as relevant.
- The post holder will be required to contribute to the strategic development of Community Planning and Engagement services across the city.
- The post holder will be required to provide accurate advice and guidance to community groups or understand when it is more appropriate to refer to other organisations. The post holder will be able to assess the risks, e.g. equalities impact, to outcomes of any proposed community planning and engagement activity.
- The post holder will be required to make complex decisions for the service within the context of strategic and local priorities considering financial planning, equalities impact, effective management of resources, reputation and appropriate engagement with communities.
- Decisions will have a significant impact on local communities, Council reputation and other stakeholders across the Locality with a high public profile and visibility and as such, the post holder will be required to effectively manage a significant level of reputational and political risk in the delivery of their responsibilities. Outcomes will have a material effect on the service provided to clients.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- The post holder will be expected to operate with a large degree of autonomy, make operational decisions relating to the local Community Empowerment and Engagement team on a day to day basis, reacting to changing circumstances as they emerge.
- Although the post may on occasion be exposed to some physical demands, these will be predominantly within the range of normal office based activities.
- Although the post may on occasion be exposed to some adverse working conditions these will be predominantly within the range of normal office based activities. It is expected that the post holder will be required to work out with standard office hours on a regular basis.
- Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a council employee.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

The post holder will have responsibility for a range of (up to 5) temporary freelance/project staff, located across the community.

RESOURCES

The post holder will have a role in the monitoring and administration of the Community Grants Fund and any other locally devolved community planning budget(s) as required.

The post holder will be responsible for a range of office equipment and will update and maintain data

HEALTH AND SAFETY

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).