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**Job Description and Person Specification**

**POST TITLE: Community Planning Coordinator**

**RESPONSIBLE TO:** Board of Dundee Volunteer and Voluntary Action (DVVA) and CEO through Communities Manager and Operations Manager

**DURATION:** Permanent, subject to an initial 6 months probationary period

**HOURS:** 35 hours per week, to be worked in accordance with DVVA Conditions of Service

**SALARY:** Grade 4: £25,979 - £28,866

**PURPOSE OF POST**

The Community Planning Coordinator will be responsible for encouraging and maintaining participation and involvement of Third Sector organisations and communities in locality planning, ensuring that the voice of the Third Sector and local communities is heard and influences the design and delivery of Dundee’s City Plan.

This post will be instrumental in supporting a strong, coherent and collective voice for the Third Sector by strengthening engagement of grass-roots initiatives, community groups and Third Sector partners with community planning activities, providing a bridge that connects Third Sector and locality decision making.

**MAIN WORKING CONTACTS**

Internal: Communities Programme Coordinators and their team members, Communities Team Manager, Operations Manager, and other DVVA colleagues and volunteers.

External: Staff and volunteers of Third Sector organisations, Third Sector Interface partners, local groups and community members, Dundee City Council Communities Officers and Empowerment Workers.

**MAIN DUTIES:**

* Establish accessible mechanisms to enable Third Sector organisations and communities to engage in and contribute to community planning, including the development and implementation of Third Sector Networks across Dundee
* Continue to map and review the landscape of community services and groups, gather intelligence on community assets, and issues experienced by the Third Sector and community groups
* Communicate efficiently and work with the Volunteering and Engagement Team Coordinator and team members that will have an active role in supporting and contributing to Third Sector Network meetings and other consultation mechanisms
* Improve Third Sector collaborative working at locality level and ensure that Third Sector representatives have a lead role within Local Community Plans, and locality working results in improved outcomes for communities in Dundee
* Ensure Third Sector representatives support the allocation of Local Community Planning Partnerships budgets to mental health and substance-use focused interventions
* Facilitate networking, promote partnership opportunities and lead solution-focused approaches to collectively respond to emerging needs
* Facilitate an effective and robust Third Sector contribution that will inform strategic discussions and commissioning of services
* Actively and constructively participate in local networks, meetings and forums to ensure the effective involvement and representation of the Third Sector in community planning
* Work in collaboration with Dundee City Council, NHS Tayside and other community planning partners and promote a joint working approach
* Lead the development of partnerships to enable local Third Sector organisations and community groups to form collaborative arrangements to deliver evidence-based services and activities
* Provide line-management support to staff assigned
* Monitor, report and evaluate the work undertaken, capturing the impact that delivery has had on the Third Sector, communities and individuals

**GENERAL DUTIES**

* Demonstrate commitment to the work of DVVA and promote team working
* Demonstrate commitment to the work of Dundee’s Third Sector Interface (TSI) and promote partnership working
* Work in accordance with DVVA’s policies and procedures
* Identify any areas of risk and advise on improvements
* Undertake personal and professional development as required by the role
* Flexible working which may include evening and occasional weekend work

The job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties as it is recognised that jobs change over time. Should the duties change radically then the post and grading will be reviewed.

# CONDITIONS OF SERVICE

* These are set out in the DVVA staff handbook.
* All staff meeting the qualifying criteria may join a defined contribution pension scheme provided by TPT Retirement Solutions.
* The organisation has an equal opportunities policy and seeks to be an equal opportunities employer.

**ANNUAL LEAVE:** 21 days per annum on appointment increasing each year by 1 day to a maximum of 25 days, plus 6 public holidays, plus 5 days Christmas closedown.

**LOCATION:** DVVA currently operates on a hybrid working model which adopts a blended approach between our main office and home. Our main office is based in Dundee city centre and we have a community location in Lochee and Whitfield.

**Person Specification**

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|  | **Essential** | **Desirable** |
| Professional/Educational Qualifications |  |  |
| Relevant degree level or equivalent qualification or track record of successfully engaging and working with communities | **✓** |  |
| Qualification on Community Development or Community Education |  | **✓** |
| Registration with CLD Standards Council |  | **✓** |
| **Knowledge and Experience** |  |  |
| Role of the Third Sector in delivering health and social care outcomes, community planning and creating stronger communities | **✓** |  |
| Awareness and recognition of local community needs and barriers to participation | **✓** |  |
| Locality Planning structures and priorities | **✓** |  |
| Community development tools | **✓** |  |
| Influencing, managing and supporting change at community level and within the Third Sector | **✓** |  |
| Experience of managing staff |  | **✓** |
| Successful track record in community engagement, development work and supporting Third Sector organisations | **✓** |  |
| Support impactful community engagement | **✓** |  |
| Collaborative working at locality level | **✓** |  |
| Create innovative solutions to engage with and support change within communities | **✓** |  |
| Planning, target setting and delivery of project objectives | **✓** |  |
| Establishing and maintaining effective working relationships with a variety of organisations and partners | **✓** |  |
| Engagement with underrepresented, hard to reach groups and people with lived experience |  | **✓** |
| Skills and abilities |  |  |
| Excellent communication skills, both oral and written, with the ability to convey complex information in an accessible formal to a range of stakeholders | **✓** |  |
| Excellent organisational skills with the ability to handle multiple tasks simultaneously | **✓** |  |
| Strong interpersonal skills, with the ability to manage internal and external relationships effectively | **✓** |  |
| Advanced IT skills, including in the use of Microsoft Office | **✓** |  |
| Ability to analyse survey responses, distilling relevant facts to identify trends, assets and weaknesses, and gaps in service provision | **✓** |  |
| Ability to work well in a team as well as own initiative | **✓** |  |
| Personal Qualities |  |  |
| Self-motivated, consistent and committed | **✓** |  |
| Flexible approach with an ability to meet deadlines and adapt to changing circumstances | **✓** |  |
| Strong team player, motivator and willing to work with others to achieve shared outcomes | **✓** |  |
| Honesty, integrity and a strong work ethic | **✓** |  |
| Commitment to social justice, diversity, equality and diversity | **✓** |  |
| Additional Job-Related requirements |  |  |
| Flexible working which may include evening and occasional weekend work | **✓** |  |
| Satisfactory PVG Scheme Record check or Scheme Record Update (Adults) | **✓** |  |
| Driving Licence and access to a car |  | **✓** |