

Appendix 1

Neighbourhood Improvement Officer

JOB DESCRIPTION

SALARY:	SO1 £25,843.20 per annum
HOURS:	35 hours per week
OFFICE BASE:	Garforth Library and OSC
RESPONSIBLE TO:	CEO, Leeds Health for All
REPORTS TO:	Area Officer, South East Area Support Team

AIM OF THE POST

To work in the Outer East Leeds neighbourhoods (initially Halton Moor, Osmondthorpe, Whinmoor, Swarcliffe, Cross Gates) identifying and leading on projects through engagement with local residents, supporting residents in becoming local “champions” and implementing actions in keeping with Area Committee Business Plans.

Responsibilities of the post:

1. To support the Outer East Area Committee in identifying needs and agreeing priorities for actions in targeted neighbourhoods.
2. To build the skills and capacity of communities and groups (particularly those which are hard to reach), and organise appropriate training where needed.
3. To lead on community participation, civic engagement and community cohesion.
4. To promote civic pride and civic responsibility
5. To develop Community Champions who will have a key role in raising awareness of thematic issues (specifically health and community safety) within their communities.
6. To encourage involvement in Area Committees and local forums as appropriate.
7. To build good working relationships and understanding of partnerships with local people, statutory and voluntary agencies, community groups and elected members.

8. To support and develop initiatives in keeping with the Neighbourhood Improvement Plans (NIP) and other relevant work as directed by the South East Area Support Team.
9. To keep effective records and provide regular reports to Area Committee as required.
10. To organise events within the community.
11. To be a proactive member of the team, showing commitment to working both collaboratively and on own initiative.
12. To Support groups to engage in the three main aspects of the Localism Act, particularly Neighbourhood Planning.
13. To promote positive solutions to achieving equality and diversity in all aspects of Health for All and the Council's service delivery and community engagement.
14. Support the management and implementation of area wide integrated change programmes taking responsibility for specific related improvement work underpinned by outcomes based accountability.
15. To manage a small pool of resources.
16. To undertake training and represent the South East Area Support Team as required.
17. Willing to take personal responsibility under and abide by the Council's Health and Safety Policies.
18. Willing to abide by both Health for All and the Council's Equal Opportunities policies in the duties of the post.

NEIGHBOURHOOD IMPROVEMENT OFFICER

PERSON SPECIFICATION

	Essential	Desirable	Shown by
Qualification	<ul style="list-style-type: none"> Educated to Degree level in a relevant field or equivalent experience 		Application form/interview
Experience	<ul style="list-style-type: none"> A minimum of two years experience in project based development work Experience of partnership working Experience of working with diverse communities Experience of working on community/neighbourhood issues to achieve prescribed objectives Experience of report writing and project evaluation 	<ul style="list-style-type: none"> Working with Elected Members Knowledge of Outcome Based Accountability 	Application form/interview
Skills	<ul style="list-style-type: none"> Good organisational skills 		Application form/interview
Ability	<ul style="list-style-type: none"> Ability to identify and address priority needs within a community setting Ability to prioritise workloads Ability to work to competing deadlines Ability and experience of using ICT packages, eg MS Office, Word, e-mail, internet Ability and experience of using a wide range of communication methods 		Application form/interview
Knowledge & Understanding	<ul style="list-style-type: none"> An understanding of community involvement issues An understanding of the range of issues affecting deprived communities and approaches to dealing with them 	<ul style="list-style-type: none"> Knowledge of local government 	Application form/interview
Attitudes and Personal Attributes	<ul style="list-style-type: none"> Non-judgemental approach 		