

Job Description

Service:	Communities and Operational Housing
Job title:	Team Leader (Community)
Grade:	G
Hours of work:	37
Responsible to:	Communities and Resident Manager
Responsible for	
Direct reports:	6
Indirect reports:	0
Budget:	100k

Purpose of Post:

To support the Communities and Resident Manager in providing direct and indirect support to residents wishing to access Disabled Facilities Grants, asylum seekers and refugees, residents living on our mobile home park, identified projects and initiatives within new and existing communities as well as support to residents entering a new tenancy. The post holder will lead a team of six officers responsible for helping residents to improve their quality of life and wellbeing by improving and enabling access to good work, good health and a good place to live. Managing a number of funding streams, the team will design, develop and deliver initiatives that directly tackle the issues that cause the most harm within the district. The Team Leader will be accountable for delivering against performance targets and providing reports relating to monies spent, impact and any risks or challenges.

Working with both internal services and external organisations, the post holder will work collaboratively with the Team Leader (Residents) to ensure that workstreams are aligned, and projects and initiatives delivered from a community perspective, are done so with information and intelligence from the Residents' Team.

Responsible for the delivery of the CARC and Support Cambridgeshire Grant Agreements, you will meet regularly with lead officers to review performance and ensure value for money. You will ensure that Members and Senior Officers are aware of what is being achieved by providing regular updates into the appropriate Committees.

As we prepare for LGR, you will support the Communities and Operational Housing Management Team in the compilation of information and data, participate in workstreams and sub groups and actively contribute to the designing of excellent services within the new authority.

Key Deliverables:

Fully embed the Community Health and Wealth Building Strategy across the organisation enabling timely reviews, updates to Committees and ensuring that progress is being made against the targets set.

Ensure the effective and efficient allocation of the Community Health and Wealth Building Fund via the funding panel. Implement review processes that ensure that the operating model and governance are being adhered to and audits completed as required.

Actively seek out and secure funding contributions from businesses as well as partner organisations to ensure that the Community Health and Wealth Building Fund is not depleted.

Champion the vision behind the Social Value Engine and lead on the use of this tool across the organisation. This will contribute to the evidence gathering of value added in preparation for LGR.

Manage a diverse team who are responsible for delivery of complex legislation and services that support residents with some of the most challenging situations. Understand the part that we play in finding long terms solutions and move away from crisis to resilience.

Ensure that the service meets their responsibilities in relation to supporting individuals and families within the Homes for Ukraine Scheme, asylum seekers and refugees. Build relationships with the community and voluntary sector to identify where they can provide direct support to this cohort.

Set clear, measurable goals and key performance indicators for all members of the team. Conduct regular 121s, providing constructive feedback, opportunities for growth and development as well as challenge where necessary.

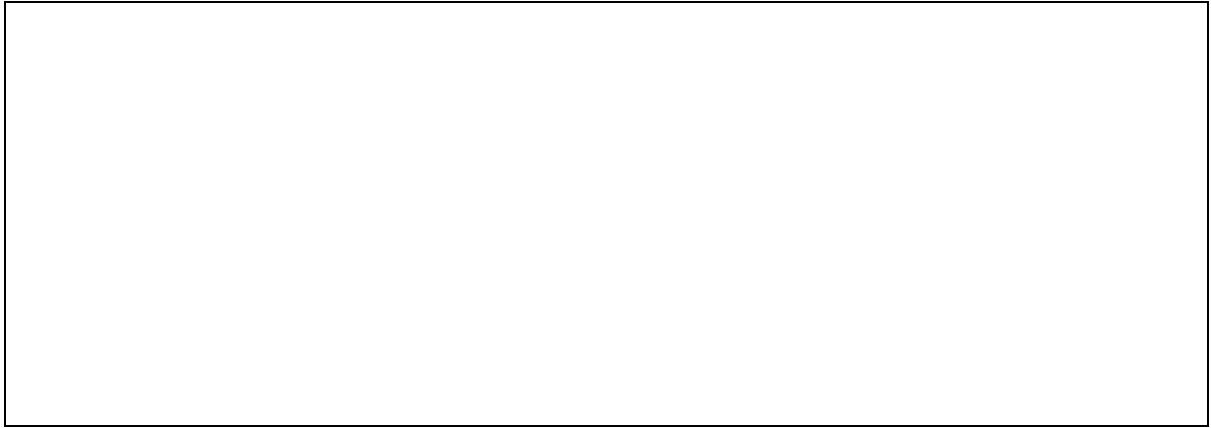
As a lead officer with safeguarding responsibilities, regularly review our performance under the DAHA accreditation and ensure that we put in place what is needed to retain the status. Proactively drive the work to support victims of domestic abuse and effectively tackle perpetrators. Ensure that learning is shared and best practise adhered to.

Develop strong relationships with new and existing communities to identify areas of improvement and oversee the implementation of what is agreed.

Be responsible for delivering against identified priorities within the Corporate Plan. Understand what is working well and what isn't and think differently to ensure better outcomes.

Understand the relationship between the objectives of the Community Team and the broader organisational priorities and ensure that these are considered in all that you do.

Participate in and lead on identified workstreams and sub groups in relation to LGR.



	Essential (E) or Desirable (D)	Method of assessment Application (A) Interview (I) Assessment (AS)
Knowledge and Qualifications		
Experience of having managed a team dealing with complex community issues	E	A, I
Knowledge and understanding of the skills required for the operational leadership of the team.	E	A
GCSE in Maths and English at grade C or above	E	A
Ability to travel the district by car or public transport as required by the role.	E	A
Experience		
Proven track record of leadership and management skills, including individual development and performance management	E	A, I

Experience of liaising and working in partnership with a wide range of professionals	E	A, I
Experience of working positively with complex stakeholder relationships	E	I
Demonstrate successful working towards individual, team, service and organisational targets	E	A, I
Experience of having written, consulted on and co-designed strategies, policies and procedures that will positively impact and or benefit our communities.	E	A, I
Experience of creating and sustaining strong working relationships with the community and voluntary sector	E	A, I
Writing and monitoring performance against grant agreements and contracts. Ability to effectively challenge to ensure improvement in what is being achieved.	E	A
Worked with a variety of service users who are considered vulnerable and understand and implement legislative responsibilities relating to our duty of care	E	A, I

Confident in identifying and following as well as supporting others in relation to recognising and responding to incidents of safeguarding	E	A, I, AS
Skills and Abilities		
Excellent verbal, written and numeracy skills sufficient to be able to make accurate written records and communicate with people at all levels both verbally and in writing	E	A, AS
Prepare and present written reports to a variety of audiences including members of the public, partner organisations and committee members	E	A
Good technical literacy of Microsoft Applications e.g. Word, Excel, Powerpoint	E	AS
Good interpersonal skills including listening and display empathy	E	I
Creative, flexible and imaginative approach to working with residents from a variety of backgrounds and lived experiences with the ability to respond to their needs.	E	A

The ability to motivate, negotiate and develop effective working relationships with both internal services, external organisations as well as the voluntary and community sector.	D	A, I
Recognise the benefits of the prevention agenda in all areas of the service. Enable this approach to be embedded and be a driver for behaviour change.	D	A, I, AS
Decision Making and Impact on Others What impact the decisions made by the post holder would have on others across the Council	Responsible for writing and setting strategies in relation to the Community Health and Wealth Building agenda and contribute to the decision making process in relation to the associated funding. Lead officer within the service for safeguarding and ensuring that lessons learnt are implemented. Budget accountability for Government grants relating to domestic abuse, asylum seekers, Homes for Ukraine and Community Chest. Co-design and implement the Prevention First strategy and way of working. Contribute to relevant workstreams and lead on identified sub groups in relation to LGR.	
Communication with Internal and External Customers What customers the applicant would be in contact with in the job	Where is the focus of this role in their team, other teams or across the council Internal customer contact 30% External customer contact 70%	



Personal Attributes and Other Requirements

In this section please list any other qualities you are looking for from the applicant

(E) Essential

(D) Desirable

1. The ability to understand and connect with diverse members of the community, building trust and positive working relationships (E)
2. Recognise and manage one's own emotions while navigating the emotions of others (E).
3. Be fair and accessible to encourage an environment that enables team members and partner organisations to share opinions and engage, fostering a positive culture (E).
4. Going beyond hearing to truly listen, to ensure that community members feel valued and respected (E).
5. Enthusiastic, supportive and understanding of community missions and use your initiative to support residents and groups rather than waiting to be asked (E).
6. The ability to make tough decisions while acting ethically, consistently, and with transparency (E).
7. Be open-minded and able to pivot strategies in response to evolving community needs or unexpected challenges (E).
8. Actively foster partnerships, delegate responsibility and provide development and learning opportunities for all members of the team (E).
9. Articulate goals, expectations, and feedback effectively to inspire action (E)
10. Monitoring community need, both good and bad and identify trends, ensuring that work plans with long-term goals and objectives (E).



HDC values



The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team.

Inspiring: We have genuine pride and passion for public service; doing the best we can for customers.

Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers.

Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.

Respectful: We respect people's differences and are considerate to their needs.

Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.



Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

- Ability to safeguard and promote the welfare of children and young people/vulnerable adults
- Demonstrates understanding of safeguarding issues
- Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people/vulnerable adults whatever their life circumstances.
- Has a good understanding of the Safeguarding agenda
- Can demonstrate an ability to contribute towards a safe environment
- Is up-to-date with legislation and current events
- Can demonstrate how s/he has promoted 'best practice'
- Shows a personal commitment to safeguarding children