



|  |  |
| --- | --- |
| **Department** | **Public Health** |
| **Job Title** | **Community Facilitator** |
| **Grade** | **F** |
| **Primary Purpose of Job** | To carry out outreach work with the communities of Bolton. To support local people in the building of a stronger more resilient, healthier place to live, work or socialise and to assist in the establishment of a strength-based approach. |
| **Reporting To** | Public Health Practitioner |
| **Direct Staffing Reports** | NA |

**Main Duties**

|  |  |  |
| --- | --- | --- |
| **1** | To establish successful working relationships with communities, professionals, and organisational partners, including service providers and users, ensuring successful implementation of a strength-based community approach. | |
| **2** | To assist workstream leads to deliver project on time, to quality standards and in a cost-effective manner. | |
| **3** | To assist in developing, delivering, and supporting new initiatives that will have a positive impact on improving resilience and wellbeing. | |
| **4** | To assist in developing marketing and communications campaigns to raise the profile of mental health and wellbeing in Bolton. | |
| **5** | Support the development and monitoring of the council’s community engagement and development plans. | |
| **6** | Support and co-ordination of externally funded programmes. | |
| **7** | To work flexibly within designated operational hours and weekend working. Attend all team meetings and training as required, some of which may fall outside of normal working hours. | |
| **8** | Support ‘grass roots’ development through capacity building activities for community clubs, volunteers, and voluntary groups in Bolton. | |
| **9** | To carry out research with adults and young people to identify what activities are currently taking place using a place-based approach | |
| **10** | The establish meaningful professional relationships with community champions. | |
| **Date Job Description prepared/updated:** | | **December 2021** |
| **Job Description prepared by:** | | **Public Health Specialist** |

****

|  |  |  |  |
| --- | --- | --- | --- |
| **Department** | | **Public Health** | |
| **Job Title** | | **Community Facilitator** | |
| **Stage One** | | Candidates who are care leavers, have a disability, are ex-armed forces or are a carer (see [Carers-Charter-FINAL.pdf (gmhsc.org.uk)](https://www.gmhsc.org.uk/wp-content/uploads/2018/04/Carers-Charter-FINAL.pdf) are guaranteed an interview if they meet the essential criteria for the role | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | |
|  | Ability to communicate effectively and build relationships with adults and children. | | Application Form/Interview |
|  | Ability to prioritise own workload and work without close supervision | | Application Form/Interview |
| 3. | Knowledge and understanding of Bolton’s population and communities | | Application Form/Interview |
| 4. | Ability to communicate effectively with members of the public, internal and external colleagues at all levels. | | Application Form/Interview |
| 5. | Ability to produce reports regarding current work. | | Application Form/Interview |
| 6. | Ability to work as a team. | | Application Form/Interview |
| 7. | Understanding of the needs of community groups with regards to ability, gender, race, class, age, etc. | | Application Form/Interview |
| 8. | **Public Health Professional Competencies –** to maintain appropriate professional standards and competencies in line with level of job role | | Interview |
| 9. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document. | | Interview |
| **2. Experience/Qualifications/Training etc** | | | |
| 1. | Experience of working in an Asset Based Community Development way within communities. | | Interview |
| 2. | Experience in working alongside volunteers in the community. | | Interview |
|  | Experience in successful use of fund-raising opportunities/strategies. | | Interview |
| **3. Work Related Circumstances** | | | |
| 1. | All posts require the job holder to undertake mandatory training for the role and to regularly review their developmental needs in conjunction with their line manager. Development of our employees plays a key role in delivering our services | | Interview |
| 2. | The Council has a framework of Values & Behaviours that guide our behaviour and decision making to help achieve our vision. All employees are expected to be mindful of these when undertaking their work. | | Interview |
| 3. | This role requires the job holder to work outside of normal office hours, for example at evenings and weekends, to meet the needs of the service | | Interview |
| 4. | Ability to work in localities across the borough | | Interview |
| 5. | Must be willing to respond positively to changes in the workplace resulting from customer and organisational needs and changes in legislation. | | Interview |

|  |  |  |  |
| --- | --- | --- | --- |
| **STAGE TWO** | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | |
| **Additional Requirements** | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | |
| 1. | Knowledge of Asset Based community development | | Application Form/Interview |
| 2. | Knowledge of public health | | Application Form/Interview |
| **2. Experience/Qualifications/Training etc** | | | |
| 1. | Knowledge of constitutions/constituted groups and committee practice | | Application Form/Interview |
| 2. | Personal development in an Asset Based model approach | | Application Form/Interview |

|  |  |
| --- | --- |
| **Date Person Specification prepared/updated** | **December 2021** |
| **Person Specification prepared by** | **Public Health Specialist** |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





