

# Neighbourhood Development Officer

Service	Reporting to	Location	Grade	Salary	Hours
Environment and Community Safety	Neighbourhood Manager	Flexible to meet the demands of the service, but initially the post is based covering East Salford, Swinton and Pendlebury	3C	£30,451 – £32,910	36 per week

## About the role

Salford City Council is committed to developing a vibrant city; one where citizens, partners and staff work together to improve the city. The aim of Neighbourhood Management is to play a leading role working with a full range of partners and the community to co-ordinate work and shape the future of the neighbourhood.

The Neighbourhood Development Officer's areas of responsibility include:

- Supporting the neighbourhood manager in developing and sustaining local partnership structures that bring about successful models of local service co-operation, joint working, and service delivery.
- Chairing/ leading in a multi-agency environment and working with, engaging, and developing the community.
- Delivering quick and sustainable resolutions to problems being experienced in the neighbourhood by adopting a flexible and problem-solving approach.

Job code:  
Job score:  
Date of evaluation:

#HappytoTalkFlexible



Salford City Council

## Key outcomes

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- To develop and sustain local community structures that will feed into and support the work of the neighbourhood.
- To develop the capacity of the local community to engage with the local decision-making structures.
- To work with City Council Directorates, partner agencies and local people in supporting the delivery of high quality and integrated services to the local community.
- To work with the Neighbourhood Manager and other partners in the development of a Neighbourhood Plans for the area.
- To support and facilitate the work of the Local Community Committee and Community Network events.
- As directed by the Neighbourhood Manager, to work in partnership with regeneration programmes in the area and to maximise the opportunities for integrating the work of the Community Committee and the regeneration programme.
- To further develop innovative ways of engaging with and involving local people in the decisions that affect their lives.
- As directed by the Neighbourhood Manager to support the work of the neighbourhood teams.
- To build professional working relationships with local elected members.
- To provide regular progress reports on the activities in the neighbourhood area that the post holder is leading on.
- Work with partners, to support the implementation effective community cohesion activities in the neighbourhood area.
- To support the work of the devolved budget group, aligning spend to the priorities of the community.
- To seek additional sources of funding to meet the priorities of the neighbourhood.
- To ensure that the work within the neighbourhood connects back to Salford's Great Eight priorities.
- To be involved in citywide meetings and discussions as appropriate.
- To undertake such other duties as directed by the Neighbourhood Manager, which may be required from time to time.

# What we need from you

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- To model and demonstrate our values and behaviours.
- An understanding and knowledge of Partnership structures and how they can each contribute to the well-being of communities.
- An understanding of the role of modern local government.
- Experience of managing a varied and demanding workload within tight timescales.
- An ability to communicate effectively, both orally and in writing, with all levels of the Partnership and the Community.
- Strong influencing skills and an ability to think creatively.
- Experience and understanding of using information technology.

## What we can offer you

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Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

### Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

### Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](https://www.instituteforapprenticeships.org/) website.

## A digital organisation

### Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea](#) website.

### Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

## Our vision and priorities

### Our vision

The council has a vision is to create '**A fairer, greener and healthier Salford**'. To help us achieve this vision we have identified some key priorities to tackle the problems people in Salford are currently facing, [the Great Eight](#).

Salford is beginning a journey of economic transformation, with the mapping out of the city's economic future through key pieces of city council work. We're calling this [The Salford Way](#).

## The Great Eight are:

Tackling poverty and inequality.



1

Creating vibrant places and spaces.



2

Tackling the climate emergency.



3

Skills and education (A Learning City).



4

Affordable housing and reducing homelessness.



5

Promoting transport and digital connectivity.



6

Creating an economy for all.



7

Tackling health inequalities and providing the best possible care.



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## Our organisation's values

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**We have four values: Pride, Passion, People, Personal responsibility.**

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

## Our values



**Pride**

**Passion**

**People**

**Personal responsibility**

## Application guidance

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We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.