

**JOB DESCRIPTION**

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| **Post Title**: Community Cohesion Officer |
| **Department**: Communities & Wellbeing | **Post No**: N/A |
| **Division/Section**: InclusionCommunity Safety Team | **Post Grade**: 9 |
| **Location**: Town Hall | **Post Hours**: 37 Hours |
| **Special Conditions of Service**: The postholder may be required to work some evenings and weekends. Overseas travel may be required. |
| **Purpose and Objectives of Post**: The postholder will be required to take a proactive role in promoting the cohesion agenda in Bury.**Key objectives**1. Support the development of policies and strategies in relation to Community Cohesion
2. The development of initiatives and communications to deliver the priorities contained within the Community Cohesion Plan and the Bury Values Prospectus
3. Co-ordinating and, where appropriate, leading on engagement with communities of interest.
4. Providing policy advice and guidance on community cohesion across Council departments and promoting the cohesion framework.
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| **Accountable to**: Strategic Lead Inclusion |
| **Immediately Responsible to**: Community Safety Manager |
| **Immediately Responsible for**: Officers deployed to projects and programmes from time to time. |
| **Relationships: (Internal and External)****Internal**Officers throughout the authority (including Chief Officers and senior management), officers of the Council including elected members.**External**Senior staff within the Local Strategic Partnership and partner agencies, officers of other local authorities; Team Manchester officers; civil servants, AGMA policy unit & Secretariat; Audit Commission; local community groups and leaders, Economic Commission and representatives of communities of interest. |
| **Control of Resources**: Project budgets and any grant funding streams delegated to the post holder. |
| **Duties/Responsibilities**:  |
| **Develop initiatives to promote cohesion in Bury*** Support the Community safety Manager in all areas of long term cohesion strategy development and implementation.
* Co-ordinate and maximise the contribution of all departments, partner organisations and 3rd Sector groups in the development of and implementation of all initiatives intended to promote community cohesions.
* Effectively engage with communities of interest and geography across the borough, involving them in developing initiatives to promote community cohesion.
* Lead on projects and events to promote community cohesion
* Research and disseminate best practice and engage with partners to implement in Bury.
* Monitor local indicators to identify negative or positive implications on community cohesion across the borough.
* Regularly review sources such as Department of Communities and Local Government (DCLG) website and the IDeA Communities of Practice Web Portal and report new developments to the Community Safety Manager
* Investigate funding opportunities to address issues and priorities identified and develop external funding bids, including liaison with other departments, external partners and the 3rd Sector.
* Support the Community Safety Manager in raising awareness of Community Cohesion across the authority to ensure that all staff understand the agenda and how their role contributes towards promoting cohesion.
* Support the implementation of the Cohesion Impact Assessment Process, including providing training and support
* Work with Township co-ordinators to develop local initiatives to deliver and mainstream cohesion activities more directly in townships.
* Support the Council’s Equality and Diversity structure and processes where appropriate.
* With direction from the Community Safety Manager update the Council Internet and intranet pages.
* Lead on the Preventing Violent Extremism agenda in Bury, monitoring all policy developments and potential funding opportunities.
* Lead on the Hate Crime agenda in Bury, monitoring all policy developments and funding opportunities. Act as the main point of contact for all hate crime reporting centres across the borough.
1. **Provide support to the wider Communities portfolio**
* Support the Community Safety Manager in developing appropriate Team Bury structures
* Co-ordinate the production of indicators to monitor the community cohesion agenda in the borough and prepare high quality analytical reports outlining progress against targets, positive and negative trends, areas for consideration and influences on cohesion.
* Contribute to the development of tension and community relations monitoring in the borough
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| * Support the development of the Council’s and Team Bury’s approach to community engagement and development. Including the development and monitoring of an appropriate performance framework.
1. **Economic Issues**
* Support the development of economic initiatives providing a cohesion dimension
* Work with staff in the Community Safety Section and where possible co-ordinate and deliver economic development projects to promote community cohesion
* Monitor local economic statistical information which may have negative or positive implications on community cohesion
* Support the development and delivery of policy to support the integration of migrant workers into the borough

**General*** Draft reports and presentations to final draft stage with limited supervision.
* To assume personal responsibility for bringing to the attention of the Community Safety Manager and Strategic Lead Inclusion issues which are, or could be, sensitive or controversial and require the Council’s attention.
* To assume responsibility for any borough-wide policy or project initiative that may be allocated from time to time by the Community Safety Manager
* To attend meetings, conferences and seminars as the representative of the Community Safety manager.
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| **Job Description prepared by:** | **Sign:**  | **Date:** |
| **Agreed correct by Postholder:**  | **Sign:** | **Date:** |
| **Agreed correct by Supervisor/Manager:** | **Sign:** | **Date:** |



**DEPARTMENT FOR COMMUNITIES & WELLBEING**

**COMMUNITY COHESION OFFICER**

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| **CORE BEHAVIOURS FOR THE POST (Please tick those relevant)** |
| Commercial Thinking & Analysis |  | Planning | X |
| Customer Service | X | Developing Self & Others |  |
| Delivering Results |  | Teams, Networking & Partnerships | X |
| Values, Ethics & Diversity | X | Adapting to Change | X |
| Delivering a Quality Service(Continuous Improvement) | X |  |  |

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| **SHORT LISTING CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Degree or equivalent qualification*(All certificates to be checked at interview)* |  | **✓** |
| Previous experience of working in a community cohesion function |  | **✓** |
| Experience of organising high profile events |  | **✓** |
| Knowledge of Government’s Prevent Strategy |  | **✓** |
| Knowledge of a second language |  | **✓** |
| Knowledge of successful approaches to and techniques for strengthening cohesion in local communities. | **✓** |  |
| Political astuteness and sensitivity | **✓** |  |
| Sound understanding of the role that third sector organisations and faith institutions play in the well-being and quality of life of individuals and communities. | **✓** |  |
| Experience of working with faith institutions, organisations and communities | **✓** |  |
| Experience of working collaboratively with a range of people from different backgrounds across organisational boundaries to take forward shared priorities and interests. | **✓** |  |
| Experience of providing support, advice and briefings on strategic issues to politicians, chief and senior officer colleagues. | **✓** |  |
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**CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS**

**The short-listing criteria listed plus the following:**

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| **ASSESSMENT****METHOD** | **CRITERIA** |
| **Test** | **Ability to carry out presentations to a range of audiences on community cohesion issues** |
| **Test/Interview** | **Good communication skills – written and verbal** |
| **Interview** | **Knowledge of team working** |
| **Interview** | **Interpersonal skills** |
| **Interview** | **Understanding of, and strong personal commitment, to delivering positive outcomes in relation to community cohesion.** |