

# Job Description



## POST IDENTIFICATION

<b>Post Title</b>	Community Cohesion Officer				
<b>Grade</b>	Grade 7	<b>Job Evaluation ID:</b>	2840	<b>Date Evaluated/Reviewed</b>	February 2019
<b>Service Area</b>	People & Business Change				
<b>Service Team</b>	Policy, Partnership and Involvement				
<b>Responsible to</b>	Connected Communities Manager				
<b>Areas of Responsibility</b>	Click here to enter text (name of teams).				
<b>Number of staff responsible for</b>	None	<a href="#">Political Restricted Role</a> <small>(refer to special conditions section)</small>	No	<a href="#">DBS Required</a>	Yes
<a href="#">Job Evaluation Proforma</a> (to be completed by a manager only when creating a new job or amending an existing role)					

## JOB PURPOSE

To support the delivery of the Welsh Government's Community Cohesion programme across Newport and Monmouthshire

To identify community tensions, in particular as a result of Britain leaving the European Union, and to coordinate a multi-agency response in developing community based solutions

## KEY RESULT AREAS

1. Support the Connected Communities Manager in the delivery of cohesion priorities, contributing information and data which will support the overall aims of the Council in building strong, resilient and harmonious communities.
2. Identify and engage with community networks, groups and individuals that may be vulnerable to harassment or experiencing increased fear or concern due to Brexit
3. Establish effective routes to identify emerging community tensions, particularly in relation to Brexit, through partnership engagement, use of social media, and direct contact with affected communities
4. Ensure information on community tensions is communicated efficiently, appropriately, and effectively with partners
5. Work with key partners and communities in developing projects, events and initiatives to mitigate identified tensions
6. Develop and share communications in relation to Brexit related issues, promoting messages and campaigns on community cohesion, inclusion and integration
7. Support the wider delivery of Strategic Equality Plans (SEPs), ensuring an integrated approach to embedding community cohesion work across the local authority
8. Lead on engagement with voluntary sector partners to assess gaps in service provision in relation to EU migrants, identify funding opportunities, and support applications to address challenges in service delivery for vulnerable groups/communities.
9. Respond to requests from organisations for further information relating to impacted communities in order to help them understand and respond to local cohesion priorities and community tensions.
10. Provide regular progress reports to key stakeholders
11. Provide support to the local authority's Brexit internal working groups
12. Provide links to, and support for partner organisations such as RSLs and the third sector in relation to community cohesion issues including signposting to, and delivering, relevant training

13. To support the inclusion of migration issues when developing, implementing and monitoring relevant corporate plans and strategies
14. Signpost to, and support the development of, initiatives which assist socially or economically marginalised groups or communities that are identified as priorities at a Local Authority or PSB level due to low, or risk of low inclusion or cohesion
15. Support the development and delivery of safer communities workstreams, such as projects and action days, to reduce community tensions
16. Work collaboratively with the Migration Partnership Officer to provide strategic policy advice and guidance to ensure that the Council meet its statutory responsibilities under the range of legislation that affects strategic planning and policy development within and across the Local Authority, particularly relating to EU migration
17. To work with other Community Cohesion Officers to ensure the best outcomes for local communities.
18. Undertake any other duties which may be required in line with the level of the post.

*This job description sets out the main result areas of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.*

PERSON SPECIFICATION		
	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	Degree or equivalent qualification.	<a href="#">Click here to enter text.</a>
<b>Knowledge</b>	<p>Knowledge and understanding of Community Cohesion initiatives</p> <p>Strong understand of the possible impacts of Brexit on community cohesion within communities, particularly in Newport and Monmouthshire</p> <p>Knowledge of the Well Being Plan(s)</p>	<p>Knowledge of Equalities legislation and understanding Strategic Equality Plans</p> <p>Knowledge and understanding of Welsh Government community cohesion programmes</p>
<b>Experience</b>	<p>Experience of engagement with diverse communities</p> <p>Experience of partnership working</p> <p>Experience of delivering integration and social programmes</p>	Experience of safer communities programmes
<b>Aptitude &amp; Skills</b>	<p>The ability to present and communicate ideas and issues effectively to a wide range of individuals and groups</p> <p>Strong planning and organisational skills</p> <p>Able to manage high workload and conflicting priorities</p> <p>Able to apply judgement, creativity and flexibility to generate new and innovative ideas and approaches and to solve complex problems.</p> <p>Able to use project management disciplines to lead or contribute to project work</p> <p>Ability to write clear concise reports</p>	<a href="#">Click here to enter text.</a>

## EXPECTED BEHAVIOURS & VALUES

- Encourage and support others as part of a team. Give guidance and advice to others. Grow positive working relationships
- Seek, encourage and recognise ideas, initiatives and improvements to deliver better services. Encourage and support others to think differently, to question and to try new ways of doing things.
- Communicate in a straightforward way. Confidently handle challenging conversations. Encourage and be open to developmental feedback from others
- Consider implications and make decisions / recommendations based on evidence and consultation.
- Honestly reflect on my personal style and its impact on others and develop my skills so I can adapt my style as appropriate.

## Equal Opportunities

### Equal Opportunities

Understand and demonstrate a willingness to promote positively the [Strategic Equality Plan](#) of Newport City Council

## Welsh Language Requirements

The Authority is committed to delivering an equally high quality service in Welsh and English and will support staff in providing this. All posts have to be assessed in respect of the Welsh Language requirements.

### Welsh requirements for this post (see [Welsh Language Skills Assessment](#) for skill levels)

Listening /  
Speaking Skills

0

Writing Skills

0

Reading /  
Understanding Skills

0

## Special Conditions

### Disclosure & Barring Service Disclosures

Yes

### Politically Restricted

Not Applicable

### Other (including physical demands and working conditions)

This post will be based between Newport City Council and Monmouthshire County Council

## Training

Undertake all mandatory training relevant to the role and be responsible for your own Continuing Professional Development.

To find out more about working for Newport City Council, visit [www.newport.gov.uk](http://www.newport.gov.uk) or click [here](#)