ORKNEY ISLANDS COUNCIL

Team Manager (Community Development)

Council Offices, Kirkwall

At a glance:
Grade: J
Salary: As per advert
Allowances:

- Distant Islands Allowance
- Unsocial Hours 10%

Job Purpose:
Your work will include the management, delivery, development and continuous improvement of Community Planning & Community Development, to improve life chances for people of all ages, through learning, personal development and active citizenship and to support stronger more resilient, supportive, influential and inclusive communities.

For application support contact **hrsupport@orkney.gov.uk** or call **01856 873535 ext.2250**

Benefits and Support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Main Duties and Responsibilities

Manage and coordinate Community Planning and Community Development within the Local Authority and with other strategic partners.
Contribute to the strategic direction of Community Planning and Community Development and deputise for the Service Manager (Community Learning, Development & Employability) as required.
Develop a range of strategic documents including the Local Outcomes Improvement Plan, CLD Partners Plan, Locality Plan etc with partner agencies, stakeholders, communities and individuals.
Coordinate and develop performance management structures, policies, procedures and quality assurance standards across Community Planning and Community Development.
Represent and publicise Community Planning and Community Development at a local and national level, to ensure service delivery meets national guidance and regulations.
Ensure the effective recording, planning, monitoring and evaluation of work and ensure risk is assessed and monitored for Community Planning and Community Development activities.
Contribute to service wide development and quality assurance with reference to HMIE's 'How good is the learning and development in our community?'
Provide support and guidance to Community Associations in the effective working of community halls and support the effective management and working of Community Schools.
Coordinate effective and inclusive community consultation and engagement for the Local Authority, in line with legislative requirements and best practice.
Ensure effective cooperation and coordination with the Third Sector including the monitoring and development of service level agreements.
Develop effective relationships with and act as a link between Development Trusts and the Council.
Provide and coordinate support to Armed Forces personnel, veterans, and their families through the local Firm Base Partnership.
Build and sustain effective partnerships between communities, voluntary, private and public agencies in the development, implementation and evaluation of community learning & development.
Work with designated communities to identify community needs, strengths and aspirations and support the delivery and development of all age community learning programmes, employability opportunities, youth work and wider community capacity building and achievement activities.

Work with wider partners to coordinate support, provide training and secure funding to progress community development activity and to help build the capacity of individuals and communities.
Assist the Service Manager with procurement processes as required.
Progress capital projects relating to service improvement as required.
Prepare reports for elected members or senior Council officials and attend Committees, Sub-Committees or Working Groups as required, presenting reports where required.
Investigate complaints relating to the Community Planning and Community Development and reporting against complaints and compliments for the Service.
Ensure all required freedom of information requests are responded to appropriately and on time.
Be responsible for your own workload and ensure work is carried out to an appropriate standard.
Effectively direct and line manage all staff and volunteers in the Community Planning and Community Development section of the Service and ensure implementation of the Council's HR policies, procedures and practices, including support and regular supervision of staff, recruitment and training.
Manage responsibility for a minimum budget of £100,000 ensuring spending is allocated in accordance with agreed priorities, value for money, ensure budgets are not overspent, and contribute to medium/long term financial planning to meet Service needs. To authorise orders and invoices from an agreed budget up to a level of £10,000.
Monitor and secure internal and external funding sources to ensure appropriate levels of funding are available to services areas and projects.
The postholder will be required to use a range of computerised packages including Microsoft Office, the SCUBA leisure management system, Integra, Hanlon, generic Council systems i.e. Resourcelink (Council HR and Payroll system) and other external agency IS systems as required.

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

Degree or equivalent SCQF level 9 qualification in Community Learning and Development, Youth Work or Community Work.
Hold professional registration as a Member of the CLD Standards Council for Scotland or work towards achieving registration within 6 months of appointment.
Significant post qualifying experience in a Community Learning & Development or similar post working with adults and young people.
Ability to demonstrate up to date knowledge and understanding of CLD policy, principles and practice.
Experience and understanding of planning, delivering and evaluating a range of activities, programmes and initiatives.
Experience of working in a multi-disciplinary environment with a diverse range of partners.
Experience of staff management and supervision.
Experience of working in an environment subject to external scrutiny.
Ability to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the Service.

Requirements of the Role

Disclosure/PVG:	PVG Children and Adults	Convictions to Declare:	All
Politically Restricted Post:	No	Sponsorship:	Possibly
Work Additional Hours:	No	Term Time Post:	No