



JOB TITLE:	Community Building and Cohesion Officer		
GRADE: JOB CODE:	G8 EEC112COMM8	SERVICE AREA:	Community Building and Cohesion Resilient Communities
REPORTS TO:	VCS and Cohesion Lead	LOCATION:	Walsall
SPECIAL CONDITIONS:	Occasional evening and weekend working.		

Main purpose of the job role:

To proactively manage and develop relationships with the statutory; community and faith sectors to promote social responsibility and cohesion.

To develop and support innovative and culturally competent solutions in order to deliver against key themes and priorities identified in the Council Plan, We are Walsall 2040, Children and Young People's Plan and Community Cohesion and Integration Strategy.

To facilitate partnerships that improve and promote diverse communities getting along with each other and ensure good representation from people with different 'protected characteristics', with a willingness to lead on thematic work (e.g. disability, faith, gender, race)

To develop projects which are sustainable, and which deliver practical community outcomes, build trust and break down myths and misunderstanding.

To ensure that the strategic Voluntary and Community sector organisations have access to the support services that they need, including going to visit them on a regular basis.

To project manage initiatives from inception through to post completion evaluation.

To manage funding allocation from initial project proposal through to final claim submissions and making recommendations to support or make final payment.

To monitor project delivery and expenditure on a quarterly basis, completing monitoring visits and writing monitoring reports.

Where required and in conjunction with the VCS Locality Leads influence strategic Voluntary and Community sector organisations in understanding their strengths and weaknesses and identifying internal and external opportunities to assist their future strategic development

To organise and deliver events on key topics and themes in partnership with VCS and partner organisations.

To support intelligence gathering on projects that aim to improve integration across Walsall.

To make a positive contribution to delivering the Team Walsall, Walsall Compact and Walsall for All strategies, Walsall Community Network and action plans through partnership working with the voluntary; faith and statutory sectors

To work closely with VCS Locality Leads and key services delivered by the Council and its partners which may support neighbourhood and community groups and to signpost organisations, as appropriate.

To remain apprised of Equality Act 2010 and other relevant legislation and changes in local and national themes and priorities which may impact upon this area of work.

To build strong relationships with community leaders, champions and volunteers from different sectors and with different characteristics.

To actively and consistently participate in locality-based meetings which impact on integration as required.

General administrative duties including effective and accurate maintenance of records, contributing to the team's responsibility of delivering an effective, supportive and timely front-line service.

To pro actively increase knowledge and understanding of local and national developments impacting on community cohesion.

To research and ensure best practice is considered and, if appropriate, adopted and delivered.

To contribute positively to team meetings, on-going training opportunities and events.

To represent Walsall Council at regional events and meetings when requested

To consider the importance of confidentiality and information sharing with community; faith and voluntary sector organisations

To complete other duties that may be assigned from time to time by the line manager

2. Role specific duties and accountabilities:

To work with faith, VCS organisations and social enterprises to develop their capacity to deliver and spread social responsibility across the area partnerships.

To offer appropriate advice and guidance to faith sector and VCS sector partners regarding partnership opportunities and to encourage wider partnership engagement.

Contributing to developing metrics and evaluation systems measuring engagement and impact.

To improve the relationships with the statutory sectors and people with protected characteristics, leading on at least two specialist areas (e.g. race/faith, gender/disability, youth/LGBT and others).

To maintain up to date working knowledge of community projects that could be used to further improve community integration.

To sign post faith based and VCS organisations to partners to contribute to greater and more effective community integration.

To raise awareness of the Walsall Community Cohesion and Integration Strategy and Action Plan and Walsall For All strategy.

To build effective partnerships with new and emerging communities; assess their needs and capacity build.

To build effective partnerships with majority communities.

To develop positive relationships with partners and elected members

Prepare good quality reports on activities, as requested.

To research relevant research papers, policies, strategies and reports related to social integration

To monitor community tensions and impact of any extremist ideologies / activities on the international, national and local level.

Monitor impact of international incidents which may have a local impact.

Monitor and work with stakeholders to better understand hate crime and increase reporting of hate crimes

To work with all of the protected characteristic groups especially those which are seldom heard or under-represented.

To deliver inclusive events which bring people together and deliver medium to long term positive change in relation to integration and empowering marginalised groups / individuals.

To challenge oppressive and prejudice attitudes and language.

To support hate crime victims and encourage reporting of hate crimes.

To support Council departments on building relationships with the VCS sector, including children's, adult and social care, CXC, asset management and others

To support other Council programmes which impact the sector including Walsall Connected, Housing Support Fund and other funded initiatives within the Council

To support the strategic coordination of activities of the partners to develop a thriving Voluntary and Community sector in Walsall.

3. Corporate duties and accountabilities:

The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within their areas of responsibility.

A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.

Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.

Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.

This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



JOB TITLE COMMUNITY BUILDING AND COHESION OFFICER	GRADE	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours:		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
Abilities/Skills:		
Must possess excellent written and verbal communication skills	A/I	2
Knowledge of effective techniques / activities which promote and achieve cohesion and social integration which are relevant to protected characteristics.	A/I	3
The ability to develop and deliver presentations to deliver effective messages.	A	3
Must possess the ability to carry out research and apply learning to deliver effective integration projects.	A/I	2
Must possess the ability to carry out financial and assets management analysis to support community and voluntary sector providers.	A/I	3
Must demonstrate an effective approach to communicating and engaging with a variety of departments, agencies and providers, influencing them to achieve positive outcomes for diverse communities.	A/I	3
Must be able to work independently and as part of a team.	A/I	3
Must possess and demonstrate excellent problem-solving skills in managing projects with competing priorities.	A	
Must be able to work independently and as part of a team.	A	
The ability to understand organisational priorities, needs and objectives	A	

Experience and knowledge of social media using various mediums to deliver messages and respond positively to challenge	A	
The ability to write funding applications, financial manage external funding and ensure effective delivery through monitoring and evaluation	A/I	3
The ability to event manage through a team and partnership delivery methodology	A/I	3
The ability to manage volunteers and staff through anti oppressive and reflective working practices	A/I	3
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.		
Must have experience of working with diverse communities, including settled indigenous communities, people with protected characteristics and seldom heard.	A/I	3
Experience of working within the political landscape and locality based issues in minority and majority communities facilitating integration	A/I	2
Experience of writing successful funding applications	A/I	2
Experience of project management to ensure funding project delivery including financial monitoring and report writing	A/I	3
Experience of delivering output driven projects which promote integration in diverse communities.	A/I	3
Understanding of the Equality Act 2010 and the Public Sector Equality Duty and how this is delivered in communities	A/I	3
Experience of non-biased, anti-oppressive and reflective working practices within a team environment and within community groups	A/I	3
Must have experience of commissioning and monitoring delivery of multiple voluntary and community sector organisations.	A/I	2
Knowledge and understanding of government social integration and cohesion priorities	A/I	2
Experience of building strong working relationships with VCS organisations	A/I	3
Evidence of continuous professional development (where applicable)		
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
Degree Qualified or equivalent relevant experience	A	
Other Essential Requirements		
An awareness of, and commitment to, equality of opportunity	A/I	3
Awareness of, and commitment to, confidentiality and handling data	A	2
Prepared by:	Dr Irena Hergottova	Date 5 February 2024

