

Job Description

Community Development Manager

Level 13 £47,181 - £48,226

Responsible To:

Head of Communities and Housing

Responsible For:

Senior Community Development Officer

Youth Engagement Officer

Senior Integration and Resettlement Officer

Community Wellbeing and Activities Officer

About the job:

As part of the Council's Communities Service, you will be responsible for management of the Community Development Team and associated services and funded programmes which include youth engagement, asylum and refugee support and programmes such as Holiday activity and Food (HAF).

The role includes working closely with elected members across the Council's five Community Hubs to deliver action plans which support residents and enhance our local area.

Role:

- To lead on work to develop the Community Hubs, working with the Senior Community Development Officer and elected members across five Community Hubs to deliver action plans which support residents and enhance our local area.
- To lead and support on large scale community grant schemes, ensuring that each scheme has appropriate governance and processes in place.
- To lead the council's youth engagement agenda, by working with the Youth Engagement Officer to develop and deliver a Youth Engagement Action Plan in collaboration with partners.
- To lead the delivery of large funded programmes from external partners, government agencies and council commissioned activities, ensuring effective contract management and relationships with partners.
- To lead the council's community integration agenda, working with the Community Integration Officer to support refugees and asylum seekers in South Ribble.
- Lead the Community Development team to deliver a wide range of community projects across various themes, including but not limited to, financial hardship, mental health and wellbeing, social isolation, employability, community assets, and equalities and inclusion.
- Develop and manage thematic multi-agency networks and partnerships to optimise collaborative working with partners.
- To undertake effective monitoring, evaluation and reporting of all relevant programmes and projects, including corporate performance indicators, and reporting on corporate and external projects.

Role Continued:

- To foster and develop an intelligence led approach to community development and build confidence and capacity in communities, encouraging civic pride and boosting resilience.
- To actively promote, communicate and showcase the work of South Ribble's community hubs.
- To assist in the management and delivery of projects across the Council, including the Chorley council experience, staff survey, performance review process, office accommodation changes website refresh and broadband connectivity projects.
- To assist others to prepare robust and well thought out business cases for projects.
- To ensure that any project spend is monitored against the project budget and any internal financial systems are kept up to date.
- To assist in the preparation of project related reports and presentations for Council meetings; briefing papers for senior managers and elected members and any other monitoring reports as required.
- Support service performance by running reports to calculate performance indicators and develop improvement action plans.
- To be flexible and carry out other reasonable responsibilities and duties, which fall within the broad scope of this post.

Responsibilities:

Team:

- You will manage the day to day operations of the Community Development Team.
- You will manage, monitor and report on delivery of Community Hub Actions Plans
- You will support and advise elected members in their role as community leaders
- You will champion effective use of IT within the team and the communities it serves
- You will contribute to the delivery of the communities business plan.
- You will work with your colleagues to prioritise team objectives over individual objectives.
- You will support and respect your colleagues at all times.
- You will work together to share knowledge and experiences to improve your service.
- You will be flexible, accountable and participate in development activities as required.

Corporate:

- You will carry out your duties and responsibilities in line with council policies.
- You will actively demonstrate excellent customer service both within and outside the organisation
- You will seek to deliver added value to all projects and initiatives
- You will engage with and contribute to the Council's corporate performance monitoring framework
- You will contribute to an inclusive culture of professional improvement and development
- You will engage with and contribute to the Council's corporate risk management framework
- You will be compliant with relevant legislation and ensure others do the same
- You will constructively participate in communication and promotional activities and encourage others to do the same.

Organisational:

- You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
- You will support an inclusive culture which provides opportunities for everyone to participate and progress.
- You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council's priorities and objectives are met.
- You will seek to improve processes and procedures to increase efficiency and reduce downtime.
- You will positively promote and represent the Council at all times.
- You will lead by example in demonstrating the Council's values

You will play a key part in our organisational culture:

- **Customer Focused** - We listen to our communities, keeping them informed about the things that matter most to them and providing a professional and responsive service
- **Forward Thinking** - We solve difficult problems by being adaptable, resilient, and innovative
- **Working Together** - We are focused on achieving our collective goals as an organisation and we support our colleagues to deliver excellent services
- **Making a Difference** - We make a positive difference for our communities by being helpful and going the extra mile
- **Delivering Quality Services** - We strive for quality in everything we do, making sure the people of Chorley and South Ribble get the best outcome

What the successful candidate will have:

Qualifications

- Relevant Degree or qualification
- Full Driving Licence
- Evidence of continuing professional development

Experience

- Experience of managing relationships on a project and ongoing basis
- Experience of problem solving and conflict resolution
- Evidence of developing projects in partnership with external organisations which have led to demonstrable changes in service delivery
- Experience of managing multiple projects with a variety of stakeholders, milestones and reporting requirements.
- Experience of presenting information in all appropriate formats.
- Experience of cost / budget monitoring.
- Evidence of developing projects in partnership with external organisations which have led to demonstrable changes in service delivery

Knowledge

- Knowledge of project management tools
- Political awareness and sensitivity
- Awareness of local partnerships and networks
- Understanding of South Ribble's geography, demography and community infrastructure

Skills & Abilities

- Excellent communication and presentation skills, both verbal and written.
- Excellent IT skills, with the confidence to support and develop others.
- Ability to manage develop and maintain positive working relationships
- Strong sense of empathy and ability to manage challenging conversations
- Ability to work across teams in a positive and constructive manner to achieve results.
- Ability to analyse, interpret and present complex ideas and information in a structured and readily understood manner.
- Excellent planning and organisation skills, with the ability to work across a range of projects at once and to be able to prioritise effectively.

Job Description last reviewed.

Review date March 2026

Reviewed by

Howard Anthony