**Job and Person Profile (JPP)**

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| **Job details** |
| **Job title** | Communities Coordinator  |
| **Job Reference** | 20140 |
| **Grade and Salary** | 5 - £34,434 per annum (pro rata for part time)This role includes performance related pay progression |
| **Service and Team** | Community Action Suffolk & Suffolk Resilience Forum |
| **Location** | Endeavour House, Ipswich IP1 2BX - Hybrid |
| **Hours per week** | 37  |
| **Status** | **Fixed Term** (Up to 31st March 2028) |
| This role may offer the following flexible working options. | * *Working part time hours (eg different hours/days to those advertised)*
* *Job sharing*
* *Working compressed hours (eg a nine-day fortnight)*
* *Term time working (including partial term-time working)*
* *Use of flexitime / time off in lieu*
* *Hybrid working options, including some home working*
* *Working from different Council buildings*
* *Working adjusted core hours (eg starting later and finishing later or other patterns)*
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| **About us** |

The Suffolk Resilience Forum (SRF) is a statutory partnership through which agencies involved in civil contingencies routinely work together to prepare Suffolk for emergencies. While not a legal entity, it provides a framework to discharge collective statutory functions under the Civil Contingencies Act 2004.

The SRF **Strategic Vision** – ‘To enable Suffolk to be as prepared and resilient as possible’.

**Mission** -‘Working in collaboration with our partners through multi-agency co-ordination and co-operation, engagement with the wider Suffolk system focusing on prevention, preparation, response, and recovery from major incidents’.

Community Action Suffolk (CAS) is the ‘go to’ organisation for Voluntary, Community Faith & Social Enterprise (VCFSE) organisations in Suffolk.

We exist to ensure the sector is supported, safe and sustainable. We provide (or signpost) whatever is needed behind the scenes to enable this, so the sector can concentrate on doing what it does best – making Suffolk an incredible place in which to live and work.

CAS is the sector’s Local Infrastructure Organisation (LIO) supporting organisations in the sector to enable them to operate more effectively.

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| **Main purpose of the job** |

Working within Community Action Suffolk and with the Suffolk Resilience Forum this post will complete the following tasks:

* Liaison with partner agencies to collate information around community resilience activities across all partners within the SRF and beyond.
* Lead the community resilience working group.
* Support the Suffolk Voluntary Community Sector Emergencies Partnership (VCSEP), proactively engage and recruit members to the group.
* Proactively seek training opportunities for vol and community sector with CAS
* Create and maintain Suffolk VCSEP Capabilities Matrix linking this with Suffolk info link.
* Attend national, regional and local community resilience forums including National Consortium of Societal Resilience +
* Attend partner community resilience group meetings providing a link between groups to ensure a streamlined approach to community resilience.
* Ensure health resilience in included within community resilience structures and work programmes.
* Support the Joint Emergency Planning Unit with Community Emergency Planning Groups
* Seek out education programmes – work with communications and community officers across the SRF and CAS to aid development of communications campaign.
* Maintain the community resilience and voluntary areas of the SRF website.
* Consider ways to evaluate community resilience success with the data analyst.
* Support community engagement events such as Suffolk Show and others where necessary.

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| **Typical responsibilities of a role at this level** |

* Collaborating with different organisations, teams and departments across Suffolk
* Managing multiple workstreams in supporting delivery of projects within defined timescales.
* Attend national, regional and local meetings as the Suffolk representative.
* Project management, research, delivery and support.
* Completing self-motivated research.
* Be expected to take part on the Suffolk Resilience Forum on-call rota to support the major incident infrastructure within Suffolk.
* Interpret data to support the Multi-Agency Information Cell (MAIC) function in Suffolk.
* Provide support to partner agencies and lead working groups to support the voluntary sector and community resilience groups.

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| **About the team**  |

The role will sit within the Voluntary and Community Action team at CAS giving them access to a wide range of resources, tools, intelligence and specialist networks relating to the VCFSE sector across Suffolk. Embedded within the team with communities at the heart of activity, the post holder will be supported by colleagues and management highly experienced in working with the sector.

The SRF team is hosted by Suffolk Fire and Rescue Service with strategic leadership from the Chief Resilience Officer (CRO). The CRO post coordinates workstreams across community resilience, communications, climate adaptation, data integration and business resilience. The SRF Partnership Manager ensures core workstreams such as risk, training and exercising, governance, budget management, response functions and emergency planning support are executed to the highest standard.

All roles are on the SRF on-call rota to provide support to major incidents in Suffolk and support the county Tactical and Strategic Coordination function and the Multi Agency Information Cell.



The SRF multiagency working days are usually Wednesdays, known as Working on Wednesday ‘WoW’. This is when the majority of meetings take place allowing the rest of the week to complete tasks and provide support to partners.

The SRF team works in a flexible way and based at endeavour house and working at Police HQ and Landmark house, hybrid working is available for up to 2 days a week. Travel will be expected across the county on occasion.

It is expected this role will typically be based with CAS for 3 days a week and the SRF for 2.

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| **What you will be expected to deliver in the role** |

**Day to day tasks may include:**

* Build effective relationships with partners and community groups and organisations across Suffolk.
* Maintain the voluntary capabilities matrix for voluntary organisations who support response and recovery from major incidents.
* Being part of the Multi Agency information Cell (MAIC) during major incidents or enhanced multiagency coordination for resilience or emergency situations.
* Building effective working relationships with multiagency partners acting as a focal port to support community resilience.
* Chair the community resilience working group providing administrative support, point of contact for multiagency liaison and assistance.
* Prepare discussion papers, reports, and presentations.
* Research, analyse, collate, and summarise reports and information from a variety of sources and SRF agencies.

Although this list provides examples of what you will be doing it’s not intended to be exhaustive, and you will have personal objectives linked to our People Plans and Strategies that will be discussed and agreed with your line manager when you start.

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| **Person Profile – what you will bring to the team** |

**Qualifications and professional memberships**

1. Level 5 qualification in a relevant subject or clear evidence of an equivalent level of skill & knowledge (Essential)
2. Qualification in Project Management – e.g City and Guilds (Desirable)
3. Membership of an appropriate professional body (Desirable)
4. Qualifications relevant to civil contingencies or equivalent experiential learning.

**Values and personal qualities**

1. Genuine interest in community resilience.
2. Demonstrates a passion for making a positive difference for Suffolk and enabling our communities.
3. Ability to be self-motivated and manage own workload whilst working flexibly to prioritise deadlines.
4. Excellent communications skills confident communicator with excellent verbal and written communication skills.
5. Shares our [WE ASPIRE](https://www.suffolk.gov.uk/jobs-and-careers/working-for-suffolk-county-council/our-weaspire-values/) Values and strives to lead by example in relation to these.
6. A strong commitment to fairness and Equality, Diversity and Inclusion (EDI).
7. Strives to continuously improve in everything they do, taking the initiative to learn and develop.
8. Brings creativity into their work through innovation and openness to change.
9. Collaborates well with others and offers assistance and support to colleagues.
10. A ‘can do’ attitude
11. Will demonstrate personal and professional alignment to CAS core values – person centred, enabling, collaborative, responsive, trusted.

**Specialist knowledge skills and experience**

1. Demonstrable experience working across different organisational levels.
2. Demonstratable experience of working with minimum supervision and self-motivation to manage workloads.
3. Comprehensive knowledge and understanding, or the proven ability of an array of IT programmes, including Microsoft 365.
4. Excellent minute taking and organisation skills, able to prioritise and manage workloads to meet deadlines and deliver services.
5. Demonstrates an understanding of confidentiality and data protection requirements in the workplace.
6. Strong evidence of team working and able to share information and expertise with others, both internal and external partners.
7. Set and monitor priorities and time schedules for multi-agency work with external partners.
8. Demonstrate a positive, flexible and committed attitude.
9. Understands internal and external customer needs and responds accordingly.
10. Proven experience of planning, prioritising and organising in a busy office environment.
11. Experience with preparing reports and/or research papers for meetings or management decision making.
12. Experience of working in a multi-agency environment [Desirable].

**Additional requirements**

1. A full, clean UK driving licence is required.
2. Police vetting to NPPV2 will be required for this role. (This will be completed upon selection after interview).
3. Travel across and out of the county to attend meetings or respond during emergencies is required.

**It would also be desirable to have**

1. Experience working with communities or in the voluntary sector
2. Experience working in a multiagency environment
3. Knowledge of Resilience Direct

If you think you have what it takes to be successful in this role, even if you don’t meet all the criteria, please apply. We’d appreciate the opportunity to consider your application.

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| **Travel requirements** |

**Travel Essential:** You will need to travel, so you must either hold a full, current driving licence and have access to personal transport or meet the mobility requirements of the role through other reasonable and suitable means.

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| **Our values – WE ASPIRE** |



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

Visit our [**careers pages**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) for more information on our WE ASPIRE values.

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| **Our Customer Commitment** |



In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

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| **More information for recruitment applicants** |

We offer a fantastic working environment including diverse and active staff networks,

great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents.

Visit the [**Suffolk County Council career website**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) to learn more, including information about adjustments to recruitment processes, our interview schemes and other commitments to equality, diversity and inclusion.