# Hosting Proforma

Armagh City, Banbridge and Craigavon Borough Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Aisling Knipe

Name

Organisation/

Armagh City, Banbridge and Craigavon Borough Council

Department

The Palace Demense

Armagh

BT60 4EL

Address

Telephone Fax number



Number

aisling.knipe@armaghbanbridgecraigavon.gov.uk

E-mail

Type of Opportunity

**Secondment** - Community Planning & Engagement Officer

**2. Details of hosting opportunity**

Description of opportunity

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| To support the Community and Strategic Planning Manager in the delivery of the functions in relation to the Community Planning, Policy and Research Department which include:   * Civic Leadership, external policy, and research * Community planning * Place shaping   The postholder will work across the borough and with a wide range of partner organisations. Working collaboratively and proactively fostering and sustaining effective relationships and partnerships with a wide range of internal and external stakeholders including other staff, elected members, external bodies and local citizens to advance our corporate and departmental agendas. In addition, the postholder will take the lead in engagement activity across the department and in embedding an engagement framework for the organisation.  This is a new department and will be evolving and transformational in nature. The postholder will therefore be expected to be flexible and adaptable in meeting the evolving needs of the department and organisation. Duties and responsibilities may vary without changing the purpose of the job or level of responsibility. |

Main objectives of the opportunity

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| 1. Put in place practical measures to ensure the boroughs community planning process meets all legislative requirements including adherence to statutory guidance and preparation/integration of equality, environmental or other impact assessments. 2. Operationally manage and lead a range of partnership structures and governance arrangements for community planning (this may include strategic partnership, action planning groups, community and voluntary sector panel, peer network and other working groups) and coordinate secretariat support as required through the departments administration and/or Democratic Services section. 3. Bring together partners to co-design action plans and projects to deliver on the community planning outcomes and lead and co-ordinate activity to support the delivery of these across a range of organisations. 4. Facilitate, attend or report to meetings of the Community Planning Partnership, Council Committee or other stakeholder organisations as appropriate. 5. Organise, develop and provide facilitation and training as required at meetings, workshops and training sessions, for a range of audiences (including elected members and senior officials) on topics related to community planning and engagement. 6. Research and prepare reports, advisory papers and consultation responses on community planning and engagement related matters as required. 7. Compile, develop and deliver research, systems, models, policies, or pilots arising from community planning and engagement. 8. Keep under review the performance management framework and work with partners to ensure adherence, monitor achievement and ensure continuous improvement of identified community planning outcomes both within the Council and across key partners. 9. Develop and implement robust and effective community consultation and engagement activity in respect to community planning to inform decision making. Work with partners to promote and encourage compliance with the engagement framework and sharing of engagement information. 10. Lead on the statutory duty for community planning of community engagement and inclusion ensuring legislative requirements are met through the partnership’s engagement framework, activity and conducting impact assessments such as Equality, Rural etc. 11. Lead on the development and implementation of a corporate wide engagement framework and action plan for Council improving efficiency and effectiveness through better informed decision making. 12. Champion proactive and meaningful engagement within the Council providing support and advice to all departments. 13. Assist with creating a high performing department by ensuring its compliance with statutory, legislative and Council requirements. This includes the preparation of budgets, management of resources, preparing and undertaking relevant communications (internal and external) and performance management for areas of responsibility. 14. Source, secure and manage external funding to support the work of the department as appropriate. 15. Undertake any other relevant duties that may be required and are commensurate with the nature and grade of the post. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| Essential   * A third level qualification (i.e. HNC/HND, Level 4, Degree ) in line with the Qualifications and Credit Framework (QCF) in a relevant discipline/subject such as Community Planning, Public Administration, Regeneration, Policy and Community Development, Business Administration etc.   (Please note relevancy should be clearly demonstrated.)  (<https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels> )  *\*Applicants who do not possess a relevant third level qualification must demonstrate 5 years’ relevant experience as below.*   * 2 years experience in each of the following areas:   + Working effectively with Senior Management and political structures in a demanding strategic, performance driven and citizen focused service environment.   + Organising and facilitating partnerships of diverse groups to deliver joint actions or outcomes.   + Designing, facilitating and delivering workshops, training and engagement sessions with a wide range of stakeholders.   + Developing, delivery and performance management of outcomes-based strategies and action plans with a diverse range of partners.   + Design and delivery of innovative engagement activities for different audiences and at different parts of the engagement spectrum.   + 2 years experience to include the following areas: * Working with the community and voluntary sector to deliver jointly on outcomes. * Formulating and overseeing key projects within allocated resources and timeframes. * Communicating effectively and developing positive relationships and partnership working, internally and externally.   ***\*Applicants who do not possess a relevant third level qualification must demonstrate 5 years’ relevant experience as above.***  Access to a form of transport which will permit the post holder to carry out the duties of the post in full.  Desirable  Certificate in Community Planning   * + 6 months experience in each of the following areas:   + Participatory Budgeting.   + Community Planning structures and legislation |

**4. Personnel: Please state below**

Who will the individual report to?

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| Community and Strategic Planning Manager |

Who will be the individual’s line manager and/or reporting officer?

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| Community and Strategic Planning Manager |

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

individual and their organisation.

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| This opportunity will benefit Armagh City, Banbridge and Craigavon Borough Council by bringing external experience and a fresh perspective on community engagement, partnership working and strategic planning. Community planning works closely with a wide range of agencies, and the secondment would build closer links with another statutory organisation.  The candidate will gain hands on experience of delivering an outcomes based wellbeing framework through community planning in a local government setting. They will also be directly involved in implementing the community planning partnership’s community engagement strategy, which includes supporting a Community & Voluntary Sector Panel and democratic innovations such as Participatory Budgeting.  The candidate’s organisation will benefit as the candidate will develop new skills and enhance existing skills. They will have established new networks and working relationships, not only in in local government, but with a wide range of statutory, CVS and business organisations. |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date**: ASAP  **Duration**: 6 month fixed term contract, may be extended  **Location**: Based in Banbridge, however, successful candidate should hold a full valid driving licence and have access to transport to meet the requirements of the post; or, Have access to a mode of transport that will enable the post holder to fulfil the role in full.  **Resources**: Standard IT equipment (laptop, mobile etc) will be provided as appropriate along with standard office resources.  **Funding**: Armagh City, Banbridge and Craigavon Borough Council will cover the salary costs. The salary scale is: £31,895-£34,373.  **Further information**: about the post can be obtained from Aisling Knipe – Human Resources Operations Manager - by email at: [aisling.knipe@armaghbanbridgecraigavon.gov.uk](mailto:aisling.knipe@armaghbanbridgecraigavon.gov.uk).  **Closing Date:** Applications must be submitted by **4.00pm on Wednesday 6 July 2022** to**:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| **Aisling Knipe** |

**Signed:**

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| **21 June 2022** |

**Date:**