

Job Description



Job Title: Community Assets Coordinator	Service Area: Resident Engagement and Participation	
Directorate: People, Policy and Performance	Post Number: Fusion	Evaluation Number: 5944
Grade: PO3	Date last updated: July 21	

People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Overall Purpose of Job

To ensure that Resident Engagement and Participation buildings are well managed; fit for purpose and delivering a positive community benefit.

To maximise income generation opportunities from the Town Halls, community centres and library spaces

To ensure that the social value that is provided by Voluntary and Community Sector organisations running Council owned community centres is assessed and acknowledged via a social value rental subsidy in line with the Social Value Policy for community centres.

Job Summary

To manage Resident Engagement and Participation buildings including the operational running of the Town Halls. Ensure that buildings maximise community benefit and / or income generation potential through application of the social value policy, asset review flowchart and community centre strategy.

The post reports to the Libraries and Community Assets manager

Budget responsibility of £500,000

Line management of Community Assets team

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

1. To manage the Resident Engagement and Participation portfolio of buildings, liaising with Property Services, Facilities Management, Housing, Legal and Finance departments as required.
2. To maximise both community benefit and income generation opportunities from the Resident Engagement and Participation portfolio of buildings.
3. To manage the operations of and performance of the Community Assets team
4. To manage the day to day operations of the Town Halls
5. Maintain an excellent working relationship with colleagues in other departments including, but not exclusively: Property Services; Facilities Management; Housing; Legal; Finance; and Regeneration ensuring that all issues relating to buildings or groups are resolved in a time-sensitive manner.
6. To work with colleagues in Property Services, Legal and finance to ensure that all leases for community centres are in place and that there is regular monitoring.
7. To be the first point of contact within the Council for Voluntary and Community Sector organisations that are leasing council owned community centres, resolving queries, logging work requests with other departments, tracking outstanding issues and ensuring prompt resolution of all issues.
8. To manage the budget (and income generation targets) for Town Halls including monthly forecasting and to monitor the budget for community centres in collaboration (where appropriate) with budget holders in housing and facilities management.

9. To apply the social value policy, matrix and application process for community centres and ensure that it stays relevant to the ambitions of the Council for the voluntary and community sector.
10. Maintain a good knowledge of social value policy and practices in other Councils and sectors to ensure that Newham Council has a policy that reflects both best practice and local priorities, researching and analysing relevant information.
11. Provide assistance to Voluntary and Community Sector organisations in the completion of the social value subsidy application process including training sessions or 1:1 as appropriate.
12. To assess social value subsidy applications from Voluntary and Community Sector groups using the social value matrix and prepare recommendation reports for the Director of People, Policy and Performance based on those assessments.
13. To provide structured and constructive feedback to Voluntary and Community Sector organisations on the outcome of their social value subsidy application.
14. To regularly monitor the outputs and outcomes of Voluntary and Community Sector organisations in relation to their social value subsidy
15. To investigate and respond appropriately, within corporate timelines, to correspondence, complaints, incidents, FOIs and Councillor enquiries relating to community centres and Town Halls, escalating where appropriate.
16. To prepare business plans to assist decision-making about centres based on options appraisals, following the agreed methodology.
17. To use the asset flowchart in combination with the Community Centres strategy to make recommendations for community centre buildings in the final year of the lease.
18. To make recommendations on the need for new Council owned and / or run community centres using the criteria set out in the Community Centre strategy as opportunities arise such as, but not exclusively, new builds and regeneration areas.
19. To draft reports and correspondence for senior managers and Councillors.

Other Duties

Personal Specification



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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

EQUALITY AND DIVERSITY

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PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

CRITERIA- Essential	METHOD OF ASSESSMENT
KNOWLEDGE: A clear understanding of the voluntary and community sector. A knowledge of buildings management. A demonstrable understanding of grant processes in a local government / voluntary and community sector environment.	Application and Interview Application and Interview Application and Interview
EXPERIENCE:	

Experience of monitoring and forecasting budgets.	Application and Interview
Experience of implementing and embedding new systems / strands of work.	Application and Interview
Experience of working in a political environment.	Application and Interview
Demonstrable evidence of community engagement and / or community development work.	Application and Interview
Experience of running community buildings or of commissioning the running of community buildings.	Application and Interview
Experience of assessing eligibility for grant funding against required outputs and outcomes and monitoring processes.	Application and Interview
Successful income generation and marketing experience, especially in relation to community or public buildings	Application and Interview
SKILLS AND ABILITIES:	
Ability to communicate to a variety of stakeholders in different written formats.	Application and Interview
Good verbal communication skills adaptable to the audience and situation.	Application and interview
Ability to present information clearly, succinctly and in the most appropriate format for the information and audience.	Application and Interview
Good organisational skills and ability to maintain accurate and up to date records.	Application and Interview
High level of accuracy when completing detailed tasks.	Application and Interview
Ability to prioritise workloads and manage deadlines in a political environment.	Application and Interview
Ability to streamline processes to ensure efficiency and a better user experience.	Application and Interview
Ability to, competently, use a range of IT systems and software (generic and bespoke).	Application and Interview

<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Ability to work independently, being proactive in managing own workload and setting own targets and deadlines.</p> <p>Ability to be flexible and adaptable to meet changing goals or service priorities.</p> <p>Ability to build good sustainable working relationships.</p> <p>Demonstrate the Council's values (Honesty, Equality, Ambition, Respect & Together) in all interactions with residents, voluntary and community sector organisations, colleagues and stakeholders.</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>
<p>OTHER SPECIAL REQUIREMENTS:</p> <p>Willingness and ability to work occasional evenings and weekends to maintain service delivery.</p> <p>To be on call for out of hours emergencies at Town Halls</p>	<p>Application Form/Interview</p> <p>Application Form</p>