

JOB DESCRIPTION	
Post Title:	Head of Sustainable Communities
Grade/Salary & hours:	<ul style="list-style-type: none"> • £31,368 per annum • 37 hours per week – fixed term Maternity Leave cover • 25 days leave per year plus bank holidays pro rata • Pension Scheme
Aims & Objectives	<p>The Head of Sustainable Communities will have management responsibility for Managers operating in this function, you will represent the service as a credible ambassador, developing and managing relationships with key stakeholders.</p> <p>You will be a strong strategic leader developing and maintaining key strategic alliances, modelling our values in practice.</p> <p>You will contribute to delivering our 3-year strategy.</p>
Scope of the Job	<p>Strategy and Vision Our reputation and profile are key strengths, and we continually nurture and build upon them.</p> <p>Working as part of the Senior Leadership Team you will hold a key role in the organisation bringing a strong set of values. You will take the lead to ensure Southern Brooks are well-placed to maintain ongoing contracts and secure new opportunities relating to individual and community health and wellbeing. You will have responsibility for strategic leadership of important areas including the Priority Neighbourhoods and Community Cohesion.</p> <p>Governance You will liaise with the Board of Trustees and deputise for the CEO as required.</p> <p>Management You will provide strong and consistent leadership to the team in your portfolio and demonstrate cross-functional leadership.</p>
Purpose	<ul style="list-style-type: none"> • To oversee Southern Brooks’ Sustainable Communities work . • To develop new areas of work to support the asset-based development of communities across South Gloucestershire. • To lead on income generation in relation to Southern Brooks’ Sustainable Communities work, securing funding from a range of sources to support new and existing projects. • To support collaboration across the voluntary, public and business sectors to improve community cohesion and resilience.

Tasks and Duties

- Manage and maintain strategic relationships with partners including South Gloucestershire Council, CVS, DHI and the Integrated Care Partnership.
- Contribute to South Gloucestershire strategic developments including the Integrated Care Partnership.
- Deliver the outcomes of Sustainable Communities contracts.

Specific responsibilities:

1. Service and business development.

- 1.1 To continuously develop and improve Southern Brooks communities programme of work.
- 1.2 To take an asset-based approach, working collaboratively with the VCSE and local communities.
- 1.3 To work alongside the CEO and business development manager to identify new business opportunities and lead on income generation in relation to Sustainable communities.

2. Staff and programme management

- 2.1 To oversee the delivery of a high-quality community development programme.
- 2.2 To provide line management, regular supervision and annual appraisals to employees in the Sustainable Communities team.
- 2.3 To ensure that the team’s individual objectives reflect those in the Southern Brooks 3-year strategy and that they are involved in the planning and development of corresponding work plans.
- 2.4 To develop and implement quality assurance and performance monitoring processes to ensure that all relevant KPIs and funded outcomes are achieved.
- 2.5 To lead on contract management for all relevant projects and act as a single point of contact for commissioners and other funders.
- 2.6 To prepare and submit timely and accurate monitoring reports to external funders and the Board as agreed with the CEO.
- 2.7 To ensure that the impact of Southern Brooks’ Sustainable Communities work is well-evidenced and communicated using a range of qualitative and quantitative methods.
- 2.8 To oversee project budgets, identifying potential risks and taking timely remedial action as required.

3. Partnerships and stakeholder relationships

- 3.1 To support the development of effective partnerships between the voluntary sector and a wide range of other organisations, community groups, local councils, local commissioners and businesses.
- 3.2 To identify and develop new partnership opportunities to enable Southern Brooks to achieve its strategic objectives.

4. Leadership

- 4.1 To actively promote a culture of continuous improvement, learning and innovation.

	4.2 To contribute to strategy, policy, planning and risk management as a member of the Senior Leadership Team.
Data Protection Act 1998	All employees are under a legal obligation not to use or disclose any personal information that comes into their possession in the course of their duties in any unauthorised manner. Duties and obligations under the Act that relate to this particular post will be explained to the post holder upon appointment.
Supervisory Responsibility	You will be responsible for the managers and team leaders within the Sustainable Communities team
Supervision Received	General supervision will be received from the CEO
Contacts	Businesses, media, funders, town councils, community organisations, Board of Trustees, general public, employees, recruiters and outside agencies.
General	The role will be based at one of our offices, either in Patchway or in Kingswood and you will be required to work from there regularly.

Person Specification – Head of Sustainable Communities

Competencies	Essential unless stated	Method of assessing
Education & qualifications	Degree or equivalent	
Knowledge and Experience	<ul style="list-style-type: none"> • Knowledge and understanding of the voluntary sector in relation to community development practices, health inequalities and the social determinants of health. • Experience of strategic partnerships working across sectors. • Experience of managing complex projects and budgets. • Experience of line managing people who come from a range of disciplines. • Safeguarding knowledge and experience with adults and/or children. • A minimum of 3 years' experience in a leadership or management role. • Strong IT skills including use of MS office, databases and management information software. • An understanding of strengths based approaches in communities and for individuals. • Income generation (D). • Strong project and programme management skills and the ability to manage competing priorities. • The ability to analyse and interpret complex data . • Excellent verbal and written communication skills. 	Application form and interview for all competencies
Job Related Skills	<ul style="list-style-type: none"> • Ability to implement and use monitoring and evaluation tools appropriate to health and wellbeing. • Income generation e.g. writing funding applications • Budget management skills. • Able to produce reports, publicity and promotional materials. 	
Personal Skills & values	<ul style="list-style-type: none"> • Highly organised. • Working on your own initiative. • A good communicator, you will have a good sense of humour and enjoy working as part of a team. • The ability to work under pressure and a flexible attitude. • Able to inspire and motive others. 	

	<ul style="list-style-type: none"> • Passionate, motivated, and enthusiastic with the determination and resilience to succeed. • Committed to our values. 	
Working conditions	<ul style="list-style-type: none"> • Occasional overnight stays. • Occasional evening/weekend hours. 	

Southern Brooks Community Partnerships Registered Charity No. 1157061