



## **Job Description**

<b>Job Title:</b>	<b>Community Regeneration Officer</b>
<b>Grade:</b>	<b>EVH Grade 7 (Spinal Points 22 to 25)</b>
<b>Salary:</b>	<b>£33,642 - £36,941(cost of living increase applied in April 2022)</b>
<b>Responsible To:</b>	<b>Director of Housing and Customer Services &amp; Chief Executive</b>

### **1.0 Key Aims of the Post**

The key aim of the post is to develop and deliver on behalf of Elderpark Housing a range of activities including development of strategies to obtain and maximise funding streams which support our communities, engage and develop relationships with local and national stakeholders to deliver services within our communities an support community activities and initiatives which can help achieve our vision of 'a vibrant neighbourhood where everyone can prosper'.

The focus on the delivery of this post will be to ensure that your approach:

- Is based upon a desire to get things right first time and achieve individual targets and goals
- Offers a consistent and high-quality service which meets the needs of the tenants and the organisation
- Be visible, professional and approachable to tenants, residents and stakeholders within our area of operation
- Understand the funding environment both at a local and national level to maximise the available resources in the delivery of projects
- Keep abreast of changes in relation to relevant regeneration, community engagement and relevant legislation and good practice and apply this knowledge within your role
- Embrace the use of digital services, technology and means of communications to deliver a more effective services to individual tenants

- Keeps abreast of strategic and business planning techniques and good practise in relation to the development of voluntary services and those based on a partnership model
- Understand and implement methodologies for collating data and assessing outcomes against projected deliverables

## **2. Key Tasks related to this post**

- 2.1 To develop and deliver Elderpark Housing's community development and wider role activities
- 2.2 To deliver projects in partnership with local and national stakeholders which meet the needs of the community
- 2.3 To build strong relationships within the community together with local organisations which can assist to the contribution of our aims and objectives
- 2.4 Investigate, research and develop funding bids which can attract resources to the association's area of operation to meet the needs of the community
- 2.5 Promote, support and encourage ongoing community activity and engagement through a variety of measures
- 2.6 Work with senior staff in the development of a short, medium and longer term wider role / regeneration strategy which supports the growth of the local community
- 2.7 Represent the association at community groups, local events and forums to understand the needs and aspirations of the local community
- 2.8 Identify innovative methods for achieving sustainable community engagement and regeneration around themes including digital inclusion, employability, community capacity and education and training  
Prepare reports, including case studies to funders
- 2.9 Helps publicise and promote awareness of Elderpark's regeneration activities
- 2.10 Work with other RSL's both locally or with shared common interests to develop and implement projects which support and enhance our communities
- 2.11 Embrace the concept of Thriving Place and contribute and keep abreast of Govan Thriving Places thematic groups by working closely with colleagues at Elderpark

## **3.0 Principal Responsibilities and Duties**

### **3.1 Wider Role Regeneration and Community Development**

- Work with the association, our service users and local / national stakeholders and partners to develop a Community Regeneration Strategy
- Develop a range of projects which lever in funding to support the needs of our tenants and residents and the communities in which we operate
- Develop funding bids around the themes including tenancy support, reducing household costs, digital inclusion, employment, food poverty, education and training and social enterprise
- Implement effective tools for the monitoring and evaluation of any projects which are based on appropriate research
- Development of service level agreements with various partners in the delivery of any projects

- Carrying out appropriate due diligence on potential new project partners to ensure compliance with grant conditions and regulatory requirements for RSL's
- Maintain a strong working knowledge of central and local government community development, engagement and regeneration policy frameworks and initiatives and the impact they have on our wider role and community empowerment activity
- Work in conjunction with our Customer Service Team to deliver a digital champion service, which used includes a digital library and the provision of communal Wi-Fi
- Provide specific support (e.g with funding applications) to organisations with whom Elderpark Housing has a particular relationship, including where appropriate, sitting on their board or committee

### **3.2 Partnership Working**

- Represent the association on a range of forums and groups which operate across the Central Govan area and beyond which support the regeneration, engagement and community development activities of the association
- Develop strong partnerships with local partners and stakeholders to create opportunities for innovation and enhanced partnership working
- Engage with national stakeholders in the development of projects, policy and activities which can provide benefits to the association and our communities.
- Participate on groups and forums with sector bodies including SFHA, CIH and GWOSF
- Work with existing partners to deliver a range of projects already operating within our sphere of operation

### **3.3 Community Development and Engagement**

- Work with the Director of Housing and Customer Services to develop innovative and effective tools to engage with our local communities
- Support local groups and organisations in the development of community activities which enhance the outcomes for our people
- Manage Elderpark Housing's annual community engagement events budget and working with the Director of Housing and Customer Services, report on spend and develop business case for annual review of budget.
- Liaise with tenants, including attendance as appropriate at meetings, in relation to potential future activities which the association could support either financially or in-kind
- Contribute to the preparation of specifications and tender documents in relation to wider role activities in conjunction with the Director of Housing and Customer Services
- Have a strong understanding of all relevant legislation and good practice in relation to community development, empowerment and regeneration
- Support the community to develop strong levels of participation including forums, panels and membership of local groups.

### **3.4 Tenant Participation**

- Promote knowledge and awareness of the tenant participation strategy through day to day dealings with tenants.
- Attend meetings and provide information to tenant groups / focus groups. (outwith office hours as required)
- Attend community events (outwith office hours as required).
- Contribute to newsletters and annual reports.

### **Miscellaneous**

- Assist in policy development in relevant areas.
- Produce information for inclusion in reports to the Management Committee and/or Sub-committee, as required.
- Promote tenant liaison, participation and membership, including tenant information provision.
- Act as 'champion' for the delivery and development of Community Engagement and Regeneration within Elderpark
- Any other duties specified by the, Director Housing and Customer or CEO that would be considered reasonable for a Community Engagement Officer to undertake



## Community Regeneration Officer Person Specification

Experience and Qualifications	Essential	Desirable
Experience within a successful Registered Social Landlord or similar housing related organisation		x
Educated to degree level in a relevant community regeneration related discipline		x
Working towards a professional qualification in a housing or community related discipline	x	
Proven track record in effectively managing & delivering projects within the community	x	
Experience within the development and creation of successful funding applications	x	
Previous experience using Capita's Open Housing Software System		x
Experience of achieving KPI targets and providing a consistently high quality of service	x	
Knowledge	Essential	Desirable
Strong working knowledge of economic and social development within disadvantaged communities	x	
Knowledge of the different funding streams available to charities and RSL's	x	
Up to date knowledge of the current regulatory framework and the context in which Elderpark Housing Association operates		x
Strong financial awareness and understanding of budgetary control	x	

Proven ICT skills in a range of Microsoft packages and knowledge of promoting digital inclusion		x
<b>Skills and abilities</b>		
Excellent communication, listening and interpersonal skills	x	
Ability to generate ideas, innovate and create opportunities for positive outcomes	x	
Represent Elderpark HA and the wider housing sector in a positive light		x
Ability to develop good relationships with colleagues and the management committee	x	
Develop and maintain working relationships with the local community, external agencies and consultants to achieve outstanding performance	x	
Excellent professionalism, discretion and confidentiality		x
Excellent skills at planning and prioritising workload		x
Ability to work under pressure with minimum supervision	x	
<b>Other</b>		
Take responsibility for self-development and continuous improvement		x
Flexibility in working arrangements (willing to work outside normal working hours when required)		x
Driving license and access to your own car		x