

Chairman's introduction



Dear Candidate

Thank you for showing an interest in the post of Communities Project Manager, I hope that the information enclosed will provide you with a good insight into the work, and more importantly the achievements, of the North Norfolk Community Partnership.

North Norfolk Community Partnership is the Local Strategic Partnership (LSP) operating across the district of North Norfolk and forms a collection of organisations that come together to encourage joined up working between various public sector agencies, business, education and community organisations to improve the quality of life for our citizens. Listening and engaging with communities at grass roots level is critical to our success, so as well as a Partnership Board, we support seven Local Area Partnerships.

The LSP was created in 2002 and has been responsible for delivering a range of projects for which further details are provided in the enclosed literature. Whilst we are proud of our successes to date there is still more that can be achieved. We have recently amended the management structure of the LSP to create three thematic groups whose responsibilities include developing and delivering action plans which complement partner objectives and activities, overseeing project delivery and providing greater clarity over the linkages to the Local Area Agreement outcomes.

Perhaps one of the most distinctive aspects of the LSP in North Norfolk is that it has direct control over approximately £500,000 of funding each year for which the Partnership Board directs and allocates its resources against its priorities. The role of the Community Projects Manager will be fundamental in taking projects from their embryonic beginnings to completion, particularly projects whereby the District Council's own asset base can make a positive contribution to community well-being.

It is therefore an exciting time to join the Local Strategic Partnership. The 'Wells for the Future' community project is at a critical stage with funding secured for elements of this project to now be taken forward to feasibility stage. In the short term, therefore, the focus of this role will be in supporting the Wells Partnership Board, but the role is also much wider and the opportunities for development significant.

I hope that having reviewed the enclosed literature, you will share our passion for North Norfolk and wish to come on board. If you feel that you have the drive, energy and experience to make our vision a reality, then I very much look forward to hearing from you.

Whilst the role is accountable to the LSP Board, the post is currently included within the District Council structure as reporting to the Deputy Chief Executive. Therefore, please do feel free to ring Sheila Oxtoby, Deputy Chief Executive for an informal chat about this role.

With best wishes,

Steve Eldred
Independent Chair of North Norfolk Community Partnership

Community Projects Manager (Post 1834)

Service Area

Local Strategic Partnership

Manager/Team Leader

Deputy Chief Executive

Direct reports

None

Total Managed

None

Purpose of the Role

Accountable to the North Norfolk Community Partnership (the local strategic partnership) and North Norfolk District Council, the postholder will be required to identify and progress community based projects and initiatives designed to meet community needs and priorities and to support the district wide sustainable community strategy.

To engage positively with public, private and voluntary organisations as well as interested stakeholders in building strong and successful partnerships.

The projects will need to meet the objectives and goals of the respective partner organizations and an understanding of the existing national, regional and local policy frameworks and plans will be required, particularly in accessing external funding streams.

A performance management framework exists for the delivery of projects and the added value of the partnership approach can be measured and promoted throughout the District.

Key Result Areas

1. To manage current community projects as identified by North Norfolk Community Partnership and North Norfolk District Council.
2. To work with a range of partners to identify and evaluate local projects and initiatives particularly focussing on creating maximum value with respect to community assets
3. To assess project viability and to support the rationalisation and prioritisation of suitable projects through business and financial planning.
4. To undertake a comprehensive project management role.
5. To coordinate stakeholder engagement in projects and establish appropriate governance structures.
6. To access and advise on sources of funding and to negotiate with prospective funders.
7. Working within the guidelines established by the District Council, to achieve value for money through procurement.
8. To ensure effective project delivery through performance management and financial control and reporting.
9. To establish effective communications processes and to provide regular and timely information and progress updates.

10. To attend meetings of, advise and update the Council, Community Partnership, the Local Area Partnership Association and project boards on progress against projects and objectives within the sustainable community strategy.
11. To manage and provide direction to staff as appropriate and as required.
12. To take responsibility for your own Health and Safety at work and that of other persons who may be affected by your actions.
13. To undertake any other work required and as directed within the confines of the grading and post.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Applicants may wish to take a look at the Sustainable Community Strategy and Corporate Plan, which are both available at www.northnorfolk.org

Person specification



Community Projects Manager (Post 1834)				
		Essential	Desirable	How Identified
Knowledge and Understanding	Aware and understands government policies relating to multiagency and partnership working	✓		Appl Form*/ Interview
	a. Has a general awareness of business practice and has demonstrated a practical understanding of Financial management	✓		Application Form*
	b. Procurement and contract management		✓	
	c. Marketing	✓	✓	
	d. Financial and business planning			
	Has a general awareness and understanding of local government and government agencies.	✓		Appl Form/ Interview
	Has successfully managed community projects from inception to completion.	✓		Appl Form*/ Interview
	Is able to recognise and identify the need for specialist advice or expertise.	✓		Appl Form*/ Interview
Has access or is able to develop to wide range of advisory and supplier networks	✓		Appl Form*/ Interview	
Experience of generating funding from Government and EU sources			✓	ApplForm*/ Interview

		Essential	Desirable	How Identified
Qualifications	Holds either: <ul style="list-style-type: none"> • A professional qualification (or equivalent) or • Appropriate business or public sector experience 	✓		Application Form
	Prince 2 Qualified or equivalent		✓	Application Form
	Qualified to drive	✓		Application Form
Training				
Training	Microsoft office (including MS word and excel)		✓	Application Form
Skills				
Skills	Good communication skills (Written, presentation and verbal)	✓		Interview/ Presentation
	Good leadership, facilitation and management skills	✓		App Form*/ Interview
	Able to develop productive working relationships at all levels	✓		Presentation/ Interview
	Able to understand and interpret financial information, as well as preparing and managing budgets effectively.	✓		Presentation/ Interview
	Has the ability to facilitate others in correctly defining and agreeing objectives or needs.	✓		Presentation/ Interview
	Has the capacity to develop viable services which are customer centred and produce the required outcomes.	✓		Application Form*/ Interview
Aptitude and Disposition				
Aptitude and Disposition	Positive attitude	✓		Interview
	Articulate	✓		Interview
	Self aware	✓		Interview
	Demonstrates good listening and negotiating skills	✓		Interview/ Presentation
	Can work alone or as a member of a team or group	✓		Interview

		Essential	Desirable	How Identified
Personal Circumstances	Able to attend evening meetings and work occasional weekends.	✓		App Form/ Interview
	Has access to personal transport	✓		Application Form

* In order to assess this from the application form, we require you to provide an example

The remuneration package relating to this post consists of the following elements:

- Salary, range = £35,079 - £37,665 (LG8) and
- Car allowance cash equivalent of £5,382 as @ 1 April 2009

Both of these payments are reviewed on an annual basis.