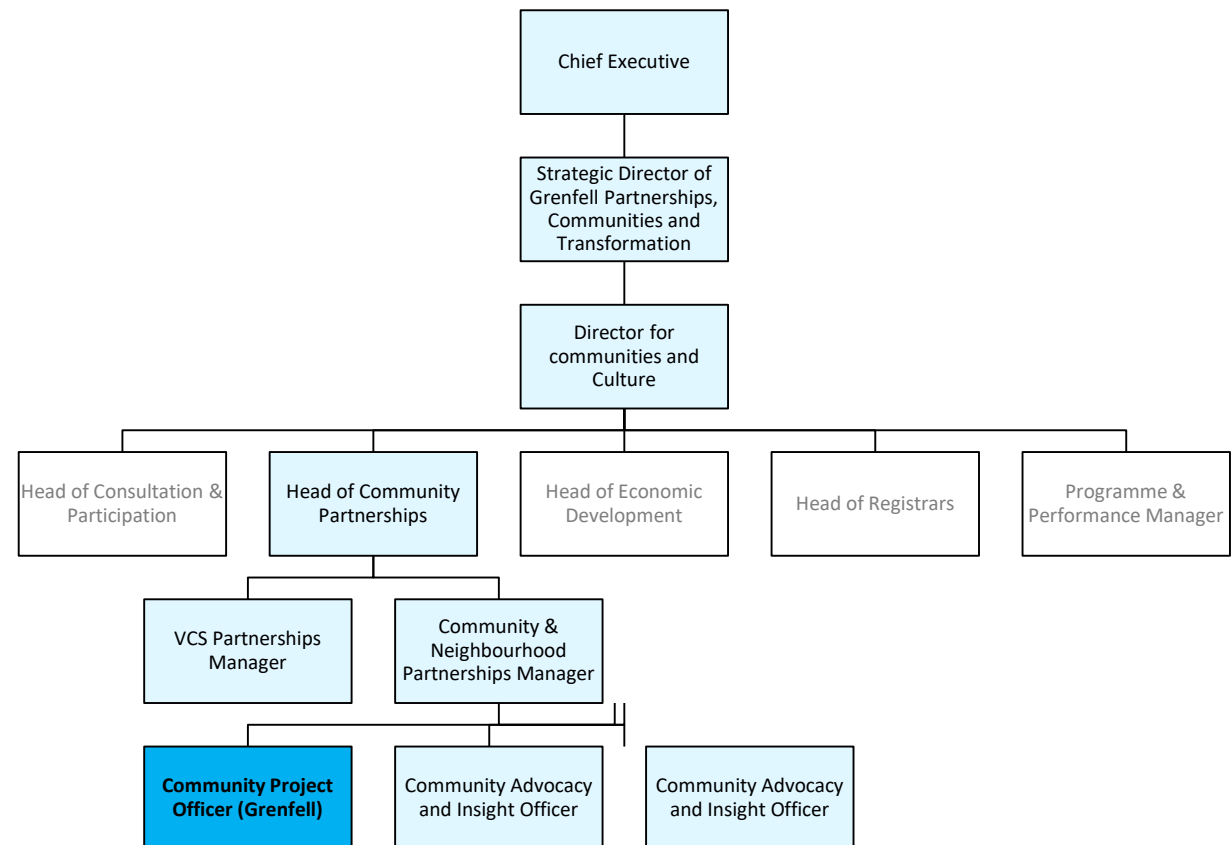


JOB DESCRIPTION

Job Title	Community Project Officer
Directorate	Communities
Service	Community Partnerships
Grade	F

Employees directly supervised (if applicable):

Family Tree (job titles only, no employee names)



1. JOB PURPOSE:

- To work as a key member of the RBKC community partnerships team to coordinate and deliver the last rounds of the Grenfell Recovery Strategy community programmes, including the Grenfell Projects Fund and the Community Leadership Programme.
- To manage the portfolio of community projects that are funded by the Grenfell Projects Fund (GPF) and to do this by fostering trust-based relationships with the community organisers to develop their project plans, deliver within scope and with the overall aim to generate long-term impact that fosters community-based recovery for the Grenfell-impacted residents.
- To work strategically with key stakeholders including resident panels and steering groups, other Council teams, elected members and wider borough partners to deliver Grenfell Recovery community programmes as well as to champion and advocate for the programmes, and maximise their impact.

2. DESCRIPTION OF DUTIES:

- Working directly with stakeholders, partners and communities to design, shape and deliver projects, adapting approaches to ensure projects reflect key community priorities.
- Working alongside community organisations to deliver their GPF-funded projects on time, to standard and within budget, supporting them to develop and implement their ideas and build capacity and sustainable practices for the future
- Managing robust, thorough and insightful monitoring and evaluation processes, including leading on visits and collating qualitative and quantitative data.
- Communicating and reporting effectively about the progress of Grenfell community programmes to a range of audiences.
- Developing and managing streamlined processes for tracking and communicating programme delivery, providing updates to management and a range of other internal and external stakeholders.
- Develop and maintain community programme and project documentation including reports, business cases, finance documentation, project initiation documents, project plans and risk and issue logs
- Managing effective and efficient finance systems to ensure accurate budget tracking and spend of the Grenfell community programmes
- Monitoring community programme delivery against Grant Funding Agreements, managing and reporting accordingly.
- Tracking and documenting changes to programmes, raising risks and issues across the Grenfell community programmes and escalating them to the appropriate level to mitigate or address.
- Managing and coordinating North Kensington residents' involvement in the Grenfell Recovery across a range of resident panels and resident steering and implementation groups
- Working proactively with resident panels, resident steering groups and wider resident engagement to design, develop and implement ideas and projects
- Participate in the legacy planning and transition of the Grenfell Recovery community programmes, ensuring that learning, community assets, and successful models are sustained and embedded within future Council strategies and partnerships.
- Ensure compliance with all relevant Council policies, statutory requirements, and safeguarding procedures, maintaining high standards of integrity, inclusivity and

- accountability in all aspects of programme delivery and community engagement.
- Take an active part in the dissemination of programme learning and outcomes through the preparation of presentations, briefings and written materials for internal and external stakeholders.

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:	Community Project Officer
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Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours.

A	Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.
B	Qualifications Whilst no formal qualifications are not strictly necessary, the candidate needs to be able to demonstrate the experience and skills required to perform the role.
C	Skills; Experience and Attitude • Proven project management skills across community programmes involving multiple stakeholders. • Strong experience in stakeholder engagement to co-design and implement projects. • Experience of handling complex and sensitive issues with discretion, emotional intelligence, and cultural awareness. • Familiarity with local government governance and procedures, and the ability to navigate organisational systems to deliver community-centred work effectively. • Proven track record of successfully coordinating and delivering community-led

	programmes or projects, with measurable outcomes and impact. • Demonstrable knowledge and skills in qualitative research project design, delivery and reporting • A good public communicator with demonstrable interpersonal and written skills. • Sound project delivery skills, including the ability to manage multiple priorities, meet deadlines and deliver high-quality outcomes. • Confidence in using digital tools and software for project tracking, communication, data collection and reporting. • A strong commitment to equality, diversity and inclusion, and an understanding of how to embed these principles into community-focused work. • Resilience and adaptability in a changing and often challenging working environment, with a willingness to learn and respond constructively to feedback.
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Our Values & Behaviours	
D	PUTTING COMMUNITIES FIRST • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. The following examples are indicators of effective behaviour: • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. Our residents will feel that: • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input
E	RESPECT • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair and involving approach regardless of any way in which an individual is different to us. The following examples are indicators of effective behaviour: • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. Our residents will feel that:

	• I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
F	INTEGRITY • We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. The following examples are indicators of effective behaviour: • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. Our residents will feel that: • I am told when something is not possible and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued
G	WORKING TOGETHER • We work together and in partnership with everyone that has an impact on the lives of our residents. • We want to understand, learn from each other and continually adapt. The following examples are indicators of effective behaviour: • I work with others to provide an effective service for residents, local communities and other departments within the Council. • I seek ways to work with other departments to deliver a seamless service and find opportunities to improve. • I seek out opportunities to learn from my colleagues and build on good practice. Our residents will feel that: • I can get my issue resolved without being passed around departments. • I find it easy to access the services that I need. • I feel the Council is open to new ideas.