

## Community Development (Support) Manager

Reference No.	A4815	Type	Individual
	Communities & Neighbourhoods Services		
Job Family	Team Manager 3	Grade	FC10

## Job Purpose

Provide strategic leadership and planning support for the development and delivery of community development opportunities in a local authority and partnership context;

- CLD Plans and Regulations
- Fife Council, CoSLA and Scottish Government CLD policy priorities
- CLD Professional Practice and Registration
- Quality & Continuous Improvement within the CLD Sector
- Protection & Safeguarding for Children, Young People & Vulnerable Adults

Provide direct day to day management to non-area based operational teams with a community learning and development focus.

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Responsible for managing and developing a regional community development team by providing professional leadership and coaching support, ensuring strategies and priorities are set, service levels and learner satisfaction are continually improved, staff work-plans delivered to agreed priorities, managing staff attendance, performance and conduct.

Professional practice areas of the team include, but are not restricted to:

- Literacy, Numeracy & Core Skills
- English for Speakers of Other Languages
- Volunteer Development

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

**E**      **D**

Educated to SCQF level 9, which includes a Degree or equivalent recognised by the Community Learning & Development (CLD) Standards Council (Scotland) for full registration.

Experience of leading and managing professionally qualified CLD staff teams.

✓

Ability to develop and maintain effective relationships.

✓

✓

# Role Profile

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<ul style="list-style-type: none"> <li>• Digital Youth Work and Youth Engagement</li> <li>• Food Insecurity &amp; Resilience</li> <li>• Community Based Gaelic Development</li> <li>• Professional CLD Practice &amp; Protection</li> <li>• Quality &amp; Continuous Improvement</li> <li>• Community Based Achievement &amp; Accreditation</li> <li>• Community Engagement and Community Voice</li> </ul>	Coaching/Mentoring skills and abilities  Full membership of the CLD Standards Council (Scotland)	✓	
Leading the delivery of professional practice support to area Community Development Teams and CLD partners to enable the: <ul style="list-style-type: none"> <li>• Capturing and reporting of achievement on performance outcomes and targets relating to CLD programme delivery.</li> <li>• Implementing and reporting on community engagement activity.</li> <li>• Implementing and monitoring a professional leadership framework for CLD staff as per the requirements of the CLD Standards Council</li> </ul>	Analytical skills to be able to evaluate current performance  Leadership skills  Experience of developing, delivering and reviewing staff development and professional learning programmes.  Awareness of requirements of the SQA and other accreditation centres.  Knowledge and understanding of the requirements of professional registration and re-registration	✓   ✓  ✓   ✓	✓
Utilising a business-focused approach to managing budgets, delivering agreed savings, efficiencies, and maximising income generation opportunities whilst ensuring compliance with financial regulations and policies of the Council.	Proven financial management skills  Ability to develop strategies to deliver efficiencies and savings (Deliver results)  IT Skills (Embrace Technology & Information)	✓  ✓ ✓	
Leading the CLD Planning arrangements and supporting area teams and partner services and organisations to implement, monitor and report on their contribution to the CLD plan and the Plan for Fife.	Experience and understanding of community and CLD planning approaches.	✓	

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Leading, reviewing and reporting on the service response to the community food aspect of the Tackling Poverty & Crisis Prevention outcome reform area.	Knowledge and understanding of anti-poverty strategies	✓	
Contributing to the wider development of the Service and Directorate as a member of the Service Management Team, and extended Directorate Management Team.  Deputising for members of the service management team as required.  Managing change with service managers, employees and external partners as required.	Track record of contributing to change outside of immediate area of responsibility  Experience of strategic planning and positively facilitating organisational change.	✓	✓
Managing the quality, continuous improvement and external inspection activity through use of the CLD Quality Framework for the service in conjunction with Education Scotland's HMIe team.	Experience of using quality improvement frameworks to lead performance improvements.  Experience of research, information gathering and analytical skills.  Experience of supporting and promoting activity focussed on improving outcomes for individuals and communities.	✓   ✓	✓
Carrying out investigations, chairing hearings relating to disciplinary and absence to the relevant level.  Investigating/responding to complaints and queries, actioning as appropriate in accordance with Corporate Complaints or other agreed procedure.	Ability to manage complex staffing situations	✓	
Preparing reports on service activity, supporting partner organisations to prepare relevant reports, and presenting at committees of the council and other bodies as required.	Report writing skills  Presentation skills / confident delivery style	✓  ✓	

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<p>Ensuring compliance with statutory, regulatory and governance requirements, reporting to strategic and other relevant Committees as part of the Council's governance framework.</p> <p>Contributing to and responding to media enquiries.</p>	<p>Comprehensive knowledge and awareness of relevant regulation, legislation and statutory requirement.</p>		✓
<p>Acting as link officer to third sector and other third-party organisations with a link to the work of the team, following agreed protocols and contract/SLA management arrangements.</p>			
<p>Contributing to, and representing the service on relevant Council, regional and national networks and strategic groupings, which develop and share policies, standards and best practice and ensure alignment with Scottish Government and Fife Council priorities.</p>	<p>Ability to network positively with colleagues at a national level.</p> <p>Experience of sharing best practice from other Councils and partners to drive improvement in service design and delivery.</p>	✓	
<p>Maintaining and delivering the service Child &amp; Vulnerable People Policy and ensuring staff knowledge and awareness is up to date.</p> <p>Responsible for the Health and Safety for the operational teams under direct line management of the post.</p>	<p>Knowledge of the child and adult protection legislation.</p> <p>Knowledge of health and safety legislation.</p>	✓	✓

<p><b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b></p>	
<p><b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.</p>	
<p><b>Additional Information – the following information is available</b></p>	<p><b>Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:</b></p>
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>	<ul style="list-style-type: none"> <li>• Take Ownership</li> <li>• Focus on Customers</li> <li>• Work Together</li> <li>• Embrace Technology &amp; Information</li> <li>• Deliver Results</li> </ul>