

## **JOB DESCRIPTION – Regional Community Investment Lead (s)**

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**DEPARTMENT:** Housing and Property Services, Community Investment

**LOCATION:** West Midlands/ Eastern Regions/ Southern Region

**LINE MANAGER:** Head of Community Programmes

**SALARY:** £32,900.00 FTE

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### **MAIN PURPOSE OF JOB**

Longhurst's Regional Community Investment Leads will be the lynchpin between our communities, our organisation and our stakeholders.

With a clear focus on working in partnership to co-create and deliver community investment plans that contribute to the delivery of our Community Investment Strategy and help realise our Improving Lives 2025 Vision.

Our Regional Community Investment Leads will need to possess exemplary communication and interpersonal skills, alongside strong project management skills to ensure we can deliver a series of positive, tangible and sustainable outcomes for our customers.

Each Community Investment lead will be responsible for the delivery of the Community Investment programme within their own geographical area while working closely with the leads for other regions to share innovation and best practice.

### **CORE TASKS**

- A) Contribute to the overall operation of Longhurst Group. Help to deliver the corporate vision, values and key messages and promote the effective corporate working of the organisation.
- B) Contribute to the operational plans for the Community Investment service ensuring that key objectives are met. Aid continuous improvement and service success.
- C) Be responsible for the Group's compliance with all necessary legal requirements commensurate with this role to minimise or alleviate risk.
- D) Represent the Group with internal and external stakeholders, attending meetings, training and conferences as necessary.
- E) Champion the Housing and Property Services Directorate through continually improving processes and outcomes for staff and customers.
- F) Identifies opportunities to grow and develop services considering Value for Money in all actions.
- G) Contribute to being part of a high performing, highly engaged staff team, promoting a culture of excellent customer service.

### **KEY TASKS**

1. To work with our communities, staff and stakeholders to identify local need and highlight issues that can be addressed and supported through community investment initiatives.

2. To take a lead in the preparation and effective delivery of co-created, locality investment plans.
3. To take a lead in identifying and establishing local and regional partnership opportunities that bring additional value to our community investment work and to our communities.
4. To work closely with internal teams to understand key issues and anticipate emerging themes within existing and emergent local communities.
5. To facilitate a community-led approach to all endeavours: identifying and working with local community groups to establish how we can work together to meet the needs of the community
6. To monitor and report outputs and outcomes to evidence the impact of what we do
7. To represent the Group at Regional and Local forums
8. To be responsible for the effective management of any allocated budget; ensuring that Value for Money is a key aim.
9. To identify appropriate regional and locality based funding opportunities, including external grant funding, donations and partner commitments
10. To contribute to and support the preparation of funding applications with community leaders and groups and other relevant stakeholders
11. To work closely with the Communications team to ensure that the communities we serve feel informed and included in the opportunities available and that the work of the Team is well promoted.
12. To work with communities, stakeholders and partners to manage the delivery of regular or one-off events or activities that benefit our communities.

**GENERAL REQUIREMENTS**

1. To demonstrate and champion the core competencies/behaviours of the Group.
2. To work within all Group policies and procedures, providing a high quality service and to always have a high regard for the Equality and Diversity Policy.
3. To respect confidentiality at all times and abide by the requirements set out in the Data Protection Act 2018.
4. To observe all of the Group’s Health and Safety policies, procedures and processes and take all reasonable care to promote Health and Safety for all.

*The above does not constitute an exhaustive list of duties. The post holder may be required to perform any reasonable tasks commensurate with the level of responsibility at the request of their Manager. Duties may vary as and when localised procedures are updated or renewed with varying local authorities that Longhurst Group works with. Longhurst Group reserves the right to alter the content of this job description to reflect changes to the organisation or the services it provides.*

**Creation Date: DATE**

**Review Date.....**

*To be reviewed as part of the annual review process*

## PERSON SPECIFICATION – Regional Community Investment Lead (s)

<i>The ‘Core Behaviours’ competency framework outlines the key expectations of all Longhurst Group staff. Used together, the Person Specification and Core Behaviours will ensure new employees will exhibit the competencies required for this role.</i>	<i>Essential/ Desirable</i>	<i>Application</i>	<i>Test</i>	<i>Interview</i>
<b>A) Education, qualifications and training: Strategic</b>				
i) 5 GCSE;s at C or above, to include Maths and English or equivalent through relevant training/experience	<i>Essential</i>	✓		
ii) Relevant professional qualification or an equivalent leadership qualification	<i>Desirable</i>	✓		
<b>B) Core Behaviours: Operational</b>				
<b>1) Understanding the organisation</b> Aware of what’s happening inside and outside the organisation and the relationship between Longhurst Group, the community and the environment .	<i>Desirable</i>	✓		✓
<b>2) Delivering excellent customer service</b> Ensures the delivery of service to meet customer requirements, internal and external	<i>Essential</i>	✓		
<b>3) Communication</b> Communicates with others using techniques appropriate to the situation and uses skills to build and maintain relationships. Thinks about how they come across to others.	<i>Essential</i>		✓	✓
<b>4) Innovation/change</b> Looks for new ways to improve working methods and initiatives to carry the organisation forward. Recognises the need to improve and has an awareness of the need to contribute to change	<i>Essential</i>		✓	
<b>5) Working together</b> Forms working relationships with others inside and outside the organisation and openly promotes and values diversity. Works well with others to achieve personal and team objectives	<i>Essential</i>			✓
<b>6) Leadership</b> Promotes effective performance through self-development and by motivating and supporting others. Understands the benefits of strong leadership and respects the decision making process	<i>Essential</i>	✓		✓
<b>C) Job Specific Knowledge, Experience &amp; Understanding</b>				
Adept at identifying the correct stakeholders/partners, establishing and developing key relationships and building networks that enable delivery of objectives	<i>Essential</i>			✓
A passion and experience of engaging and working with residents to meet local need and supporting to enhance their communities	<i>Essential</i>	✓	✓	✓
An understanding of community investment/development and how such initiatives can be utilised to enhance local communities	<i>Essential</i>	✓		✓
A broad knowledge and understanding of community issues and barriers to community engagement	<i>Essential</i>			✓
<b>D) Ability &amp; Skills</b>				

Able to work using own initiative and work unsupervised	<i>Essential</i>	✓		✓
Able to manage multiple tasks and prioritise workload	<i>Essential</i>			✓
Good problem solving abilities with a proactive approach	<i>Essential</i>			✓
Effective communicator (written and verbal) across a wide and diverse audience	<i>Essential</i>	✓		✓
<b>E) Equality &amp; Diversity</b>				
Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	<i>Essential</i>			✓
Champions the organisation's values	<i>Essential</i>			✓
Promotes equality of opportunity for all people as employees or customers	<i>Essential</i>			✓
Promotes an environment where everyone can thrive and reach their potential	<i>Essential</i>			✓
Recognises and reflects the diversity of the communities where the organisation works	<i>Essential</i>			✓

Employee Name		Date of Issue	
Signed by Employee		Date	