

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Regional Outreach Officer (Community Support Fund)</b>
<b>MANAGED BY:</b>	Project Manager (Recovery Initiatives) – People and Skills Team
<b>GRADE:</b>	8

### BACKGROUND

#### The Employer: The West of England Combined Authority (WECA)

The West of England is an economic leader with an economy worth over £33 billion a year. With a population of over 1.1 million people, one of the highest rates of employment in the country, and over 45,000 businesses, the region competes on a global scale. The West of England is a place where highly-skilled people work, where ideas flourish, and where businesses grow. It's also a place that a diverse population of people call home.

The West of England Combined Authority (WECA) was formed in 2017, to champion the region and drive clean and inclusive economic growth. As a result, significant powers and funding have been transferred to the region through the new Combined Authority and West of England Mayor.

Our aim is to deliver economic growth for the region and address some of our challenges, such as productivity and skills, housing and transport.

Covid-19 has had a big impact on the West of England, and we are leading the regional economic recovery, bringing people together to ensure our region remains a thriving, successful and innovative place to live and work. By joining WECA, you will be helping us with this important work.

WECA is made up of three of the local authorities in the region - Bath & North East Somerset, Bristol and South Gloucestershire. Building on a strong track record of partnership working in the region, the West of England Combined Authority continues to work closely with North Somerset Council. The Combined Authority also the accountable body for the West of England Local Enterprise Partnership.

WECA is an equal opportunities employer, in line with the Equalities Act 2010, and invite applicants to contact us to identify any additional support they may need during the recruitment process.

### PURPOSE OF THE JOB

The Community Support Fund is a £1.5 million project funded through WECA's wider Recovery Initiatives Funding. It will fund voluntary and community sector (VCS) groups to deliver a variety of projects which will support residents disproportionately affected by COVID to gain better economic outcomes through improving access to skills and education. Pathways to skills and employment for these individuals will be improved by activity which supports:

- Improved social resilience and cohesion;

- Improved health and social wellbeing;
- Improved financial inclusion and resilience;
- Increased levels of volunteering leading to increased pride of place and environmental awareness.

The primary purpose of the Regional Outreach Officer is to supporting community groups to apply for and deliver projects through the Community Support Fund. This involves driving an effective account management programme for projects in the region and maximising local knowledge of need, networks and partnerships. This will include:

- You will work closely with the Community Support Fund Project Manager, Project Coordinator and Monitoring Officer at the West of England Combined Authority to ensure local community projects are delivering key project outcomes and benefits for combined authority residents.
- In developing close working relationships with community groups, you will work closely with each of the Local Authority (LA) to understand local community needs and local provision and utilise connections and networks of community stakeholders.
- Building professional relationships with a variety of local community stakeholders to raise awareness, support collaborations, support applications and encourage submission of proposals, support initiation of projects, delivery and monitoring and evaluation.

## KEY RESPONSIBILITIES

1. Operate as a Regional Outreach Officer for the Community Support Fund and as part of the wider People and Skills Service. Working closely with the Project Manager, Project Coordinator and Monitoring Officer, they must spread their time equally between each of the Local Authorities and WECA to build capacity of local VCS organisations to access and manage this funding and their projects.
2. Using Project management skills and processes, contribute to the management of Community Support Fund (totalling funding over £1 million) delivery through a variety of community projects. This will include:
  - Work directly with community stakeholders through a variety of engagement activity to raise awareness, encourage collaborations and support application and submission of proposals which will best meet outcomes and benefits of the Community Support Fund and meet local needs.
  - Working closely with colleagues in local authority teams to build knowledge of needs and priorities locally as well as existing provision and gaps in delivery for groups furthest from the workforce. Use this intelligence to encourage projects which best meet priority need locally and regionally.
  - Support the initiation of local projects including; initiation meetings, relationship building, embedding monitoring, data collection, evaluation, comms activity and wider signposting.

- Be the key link for stakeholders involved in the programme especially participants, to maximise benefits to them by linking to and from wider local, regional and national projects, programmes and services, encouraging and supporting partnership working.
3. Where required support assessment panels where there is no conflict of interest. This includes assessing projects across the WECA region.
  4. Supporting successful projects with HACT social value measuring and embedding within data collection and monitoring processes working closely with the Monitoring Officer.
  5. Work closely with the WECA colleagues managing the Community Support Fund including attending weekly and monthly progress meetings and providing data and monitoring on local projects where required. This will include attending and leading on wider events to promote and raise the profile of the Community Support Fund.
  6. Support in a variety of communication and evaluation activity a required including supporting delivery partners to create case studies.
  7. Take part in any WECA training which may be required for the role and for the wider programme, for example HACT Social Value measuring.
  8. Take part in wider Recovery Fund related activity and wider projects within the team as required.
  9. Must be willing and able to travel within the WECA region in order to embed effectively within local authority teams.

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Educated to degree level or with equivalent relevant experience (this could be around areas of project management, community engagement or local government).

#### Experience

- Experience of building and leading on strong relationships with a variety of different stakeholders.
- Experience of marketing and engaging others in projects and programmes.
- Experience of working with community and voluntary sector in activity related to developing skills.
- Experience of supporting smooth initiation and progression of projects and programmes.
- Experience of monitoring project delivery through data collection and evaluation.
- Experience of funding application processes.

### Skills and Competencies

- Ability to communicate effectively to a variety of audiences both written and orally.
- A strong self-starter with the ability to work individually with minimum supervision and as part of a multi-disciplinary team.
- Proficient in the use of Standard Microsoft Office products.
- Strong ability to make links between different partners to maximise programme outcomes and benefits.
- Strong people skills with demonstrable evidence of supporting and advising others and not afraid to address challenges and issues.
- Highly organised with the ability to prioritise and with confidence to constructively challenge existing working practices.
- Passion for supporting residents in the West of England to gain skills which will support them to move closer to the labour market.

### DESIRABLE

- Experience of working with target groups furthest from the workforce with knowledge of what activity can specifically remove barriers to engagement for different groups.
- Experience of multi-organisational OR working with multiple partners including local government.
- Experience of working in a large public sector organisation that allocates and awards grant funding.
- Understanding of HACT Social value measures and experience of monitoring and measuring these through projects.

### REWARDS AND BENEFITS

#### WECA staff receive:

- 25 days annual leave, rising to 30 after five years' continuous service, plus bank holidays, pro rata
- Auto-enrolment into the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Commuter Travel Club - WECA employees can sign up to receive discounted monthly bus tickets, unlimited bus travel for work or leisure within your chosen zone, automatic ticket renewal and price freeze for 12 months.