

Role Profile

Part A - Grade & Structure Information

Job Family Code	8PE	Role Title	Active Communities Lead (Libraries)
Grade	PS8	Reports to (role title)	Head of Strategic Relationships
		Directorate	Communities and Transformation
JE Band	269-313	Service / Department	Active Surrey
		Date Role Profile was created	Aug-21

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	Work collaboratively across the wider cultural services team to tackle health inequalities, in particular through Library Services - encouraging new and existing users to adopt healthy, active lifestyles. Carry out community engagement and data analysis within target library areas to better understand audience profiles and interests. Create and run some early test and learn pilots to creatively engage target audiences with libraries and health activations. Develop and coordinate a targeted and appealing programme of activation themed around health and wellbeing in selected libraries, drawing upon library team ideas, best practice nationally and internationally and local interest and opportunities. Create a marketing plan to attract new users to health events and to sign up for library services. Work with library staff, local deliverers and local volunteers to ensure the sustainability of the programme, providing training and support. Where possible, also embed the work of Surrey Arts and Registration Services alongside Active Surrey and Library Services. Establish programme KPIs and a robust measurement, evaluation and learning framework Provide support to other Active Surrey or Library Services programmes as required.
Work Context	The post holder will be the consistent point of contact for a number of key stakeholders across Cultural Services. The post holder will also engage with community groups and residents to create, execute and sustain the activation plan. Their sound knowledge, understanding and experience of stakeholder engagement, project management, community development and health will contribute to the effective and sustained delivery of activity. The postholder will need the ability to work across the county in a fast-moving, challenging environment with minimal direct supervision. They may occasionally base themselves from target libraries.
Line management responsibility if applicable	Indirect - oversight of deliverers and partners
Budget responsibility if applicable	Direct: manage budgets (circa £16,5k for a 3 year period).
Representative Accountabilities Typical accountabilities in roles at this level in this job family	Service Development • Contribute to the regular monitoring and review of services established to facilitate service improvement. • Provide specialist/professional advice and recommendations within defined policy and procedures to support informed decision making. • Promote and manage the delivery of the service to meet the needs of the public. Planning & Organising • Plan personal and/ or team resources to enable delivery of a quality service. • Lead small scale projects and reviews or support more complex projects and reviews to promote engagement within the service area. Analysis, Reporting & Documentation • Adhere to established processes and systems to monitor and review service delivery and achievement of agreed objectives. Finance/Resource Management • Make recommendations for and manage work within the finance and resources allocated. Work with others • Liaise, communicate and build relationships with other internal departments, partner organisations, the community and volunteers on operational issues and opportunities to share knowledge, raise awareness and ensure quality, integrated service delivery. People Management • Allocate work and monitor the standard of team performance and ensure resolution of any issues, and / or may take on a coordinating and supervisory role with more junior staff as directed by their manager. Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To work alongside colleagues in the maintenance of a safe working environment reporting incidents, accidents, repairs and maintenance promptly and taking appropriate action as required. Adherence to safe working under the health and safety policy is required. To have regard to and comply with safeguarding policy and procedure as appropriate.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Advanced Vocational Qualifications at level 4 and/or relevant professional qualification and specialist experience. • For some roles a relevant degree may be required. • Sound knowledge of the service/functional area including relevant legislation, policies and procedures relating to the service area. • Customer focus and the ability to listen to and understand customer needs to provide appropriate services to a high standard. • Ability to manage a range of projects to completion. • Proven IT skills and able to use technology to be effective in the role. • Effective written and oral communication and interpersonal skills with the ability to maintain effective working relationships at all levels. • Ability to prioritise and plan and make best use of personal resources in achieving performance objectives. • Ability to organise, develop and motivate a team of staff and apply relevant organisational procedures and policies.
Details of the specific qualifications and/or experience if required for the role in line with the above description	The idea candidate would have strong project management and interpersonal skills with knowledge of physical activity and community engagement Plus: • Good knowledge of current best practice relating to delivery of health and physical activity across all ages. •Creative mindset to design an innovative physical activity programme customisd for the target community users •Proven track record of building and maintaining positive relationships with stakeholders. • Strong communication skills and experience of community engagement • Marketing experience to design a compelling programme and engage new audiences with it • Knowledge and experience of volunteer engagement and workforce development. •Experience of establishing a measurement, evaluation and learning framework • Budget management experience. • Excellent IT skills and competency in Microsoft Office (Word, Excel, Outlook and Powerpoint) • Ability and willingness to work flexible hours, which may include some evenings and weekends and to travel between sites around the county. The role is part time 0.6 FTE
Role Summary	Roles at this level may supervise a team providing a public facing service of facility. Alternatively, they may hold specialist knowledge used to provide a service involving complex equipment/resources to enable customers to access, examine and utilise assets, resources and information. They require the ability to influence and practically apply knowledge on the basis of technical knowhow, facts and evidence. They engage with members of the public, customers or other agencies/ partners to review and promote service delivery and resolve problems. Role holders need to be able to work independently whilst working under the supervision of more experienced staff.
Reference Number	BM-2021-505