



ADUR & WORTHING
COUNCILS

Job Description

Authority:	ADC / WBC
Directorate:	Communities
Section:	Communities & Wellbeing
Post Title:	Communities Participation Lead
Post Number:	
Accountable to:	Head of Wellbeing
Management responsibility for:	NA
Authority to liaise with:	Internal: OLG, CLT, all internal departments, elected members, constituency MPs. External: VCS groups, community leaders and residents, mutual aid groups, funders, local authorities, other statutory organisations, businesses.
Meetings attended on a regular basis:	TBC
Work Style:	Flexible

Principal purpose of job (role summary)

This role is fundamental to our strategy: [Platforms for our Places](#) and will develop a strong participation culture across our teams; building the knowledge, skills and creativity of our teams, to embed participation in their practices. You will be an enabler for our teams and not the person who does all of our participation; growing capabilities and setting the direction for our work.

This role will act as the expert in relation to participation, ensuring that it is embedded as strong professional practice to strengthen local communities and local democracy, placing individuals at the centre of our approaches and services.

This will shape the policy and practice around participation in ways that are inclusive for our communities using an Asset Based Community Development approach.

Main duties, tasks and responsibilities of post holder.

Shaping our participation culture (internal)

1. Create a clear shared vision for participation for the councils as part of the overall [Platforms](#) approach, embedding a culture of change that focuses on good relationships, strong trust and peer to peer networks. This will form a step change in the way the council and its partners operate, from a doing to approach to doing with.
2. Lead an internal community of practice that embeds strong participation practice in all of our work and support officers to develop this.
3. Foster a learning culture about participation within all participatory practices to ensure continuous development, good quality participation and an experimental mind-set.

A strong VCS.

1. Hold the relationship with Community Works, focusing on good collaboration, trust and challenge in order to see through the development of a thriving voluntary and community sector in Adur and Worthing – ensuring that our participation vision is system wide one and not just embedded in councils.
2. Develop a network of community allies to help develop and embed a strong and embedded approach to participation.

Designing with communities and inclusion

1. Ensure that internal barriers to participation are removed to ensure a strong and inclusive person centred approach which involves broad demographics, those with lived experience and future voices.
2. Work to develop a strong asset based approach and co-production methods which utilise the expertise of residents and community groups in participation
3. Develop an approach that addresses inequalities, working to engage disadvantaged communities and supporting them to take part through effective tools and methods.

Money and grant giving

1. Supporting a strong participatory approach to grants and funding that is co-designed with local community groups and organisations.
2. Explore opportunities for different funding opportunities and funding methods such as crowdfunding or participatory budgeting in order to enable communities to directly access cash themselves.
3. Foster strong networks and relationships between businesses and the voluntary and community sector to increase social value and corporate giving as part of a Council's new social value policy developments, in tandem with the voluntary sector.

Formal and informal volunteering

1. Support teams to develop effective participatory approaches with residents and communities, building on the lessons of Covid-19 and in ways that harness the expertise and lived experience of people to help them to thrive.
2. Act as the lead for volunteering for the councils, developing the GIVE programme to ensure that volunteering numbers and opportunities continue to grow and embed and volunteering days and corporate giving of skills to voluntary and community sector organisations is maximised.

Digital and data

1. Support and collaborate with our voluntary Community sector and partners to develop and share open data, ensuring that data, community assets and expertise are used to shape and inform our collective intelligence about communities.
2. Work with Community Works to assess the digital needs of the voluntary, community and social enterprise organisations and develop an action plan to address them.
3. Support the development of an open-source collaboration pack, in partnership with voluntary, community and social enterprise organisations.

General

1. Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
2. Undertake other such duties as may reasonably be allocated to the post holder, which may involve providing assistance in any section of the department as may be required from time to time.
3. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the post holder as a result of legislation, codes of practice or Council policies.
4. Promote the service and Council positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the post holder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.