

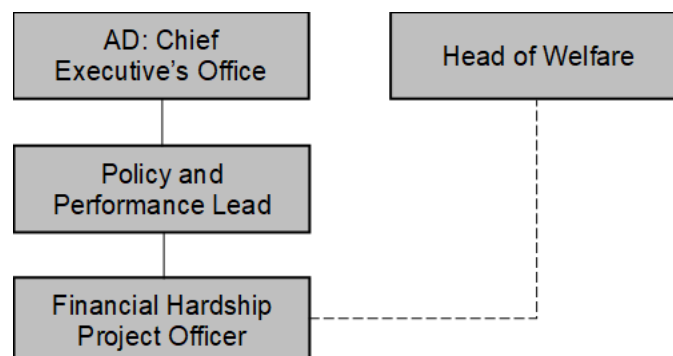
JOB DESCRIPTION

Job Title:	Financial Hardship Project Officer (12 month fixed term contract or internal secondment)		
Directorate:	Chief Executive's Office	Salary:	£32,020 - £36,298 + £633 London Weighting
Section:	Policy and Performance	Grade:	BG-G SCP 25-30
Location:	Time Square	Work Style:	Flexible

Key Objectives of the role

- To monitor the delivery of the financial hardship action plan for the council, including coordinating projects aimed at reducing the financial hardship experienced by Bracknell Forest residents and maximising income.
- Work in partnership with council services such as Early Help, Social Care, Housing and Welfare and Education and external partners to implement new projects for addressing financial hardship.
- Support the development of the policy for distributing the Household Support Fund, following appropriate governance.
- To engage and communicate with communities to ensure that they are aware of the existing support and services available to them to address financial hardship.

Designation of post and position within departmental structure



Daily and monthly responsibilities

- Initiate and implement project-based tasks as set out within the Financial Hardship Action Plan, such as:
 - Increasing the uptake of existing support, for example, Free School Meals and Winter Fuel Payments.
 - Developing new information and signposting materials to increase the reach of support across all sections of the community including where there is under-representation in take-up.
 - Analysing data from a range of data sources, to target welfare support, for example related to in-work poverty and identify appropriate solutions.
 - Coordinating drop-in events for residents to speak to subject experts related to local financial hardship support.
- Monitor the progress made on the commitments set out in the council-wide Financial Hardship Action Plan, reporting the delivery at relevant meetings and addressing challenges as they arise.
- Engaging with relevant teams and partners to ensure that new projects are initiated and implemented with long term sustainability.
- Providing support to signpost financial hardship initiatives between relevant teams and where new cases of hardship are identified by partners.
- Follow the appropriate governance mechanisms for new projects and policies including information management and equality and diversity considerations.
- Undertake any available training opportunities and show a commitment to continuous development.
- Undertake any other reasonable duties to support Bracknell Forest's approach to reducing financial hardship in the borough.

Scope of role

This role focuses on taking a proactive approach to reducing the increasing financial hardship in the community, particularly in light of the impact of the pandemic. This involves working in partnership with a wide range of Council service areas and local voluntary and community groups. It involves varied project and administrative duties in support of the councils welfare and financial hardship strategic approach.

Frequent contact with senior officers in the Council and partner organisations.

No budgetary or line management responsibilities.

Commitment to the Council's Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	GCSE Grades A-C in English and Maths or equivalent.	Degree level education or equivalent.
Competence Summary (Knowledge, abilities, skills, experience)	<p>Project development and delivery experience including for projects working across organisational and team boundaries.</p> <p>Ability to work as part of a team and assist other colleagues to meet their deadlines and targets.</p> <p>Experience working with partners across different organisations.</p> <p>Microsoft Office 365 skills including proficiency in utilising, interpreting and managing data within Excel spreadsheets.</p> <p>Excellent interpersonal skills with the ability to communicate, negotiate and be persuasive, both verbally and in writing with a diverse range of people.</p> <p>Proactive approach to management of risks and issues resolution.</p> <p>Adaptability to work on your own or within a team, to prioritise workloads and meet project deadlines.</p> <p>Good organisational ability.</p> <p>Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare.</p>	<p>Knowledge of key financial hardship, welfare and/or poverty related policies and the ability to communicate this information to a diverse audience.</p> <p>Experience delivering projects within the community and community engagement.</p> <p>Experience in project or strategy monitoring, evaluation and outcomes reporting.</p> <p>Knowledge of the council's role in supporting the welfare of residents and the integration with community groups and residents.</p>
Work-related Personal Requirements	<p>Proactive and able to work independently.</p> <p>Flexible, with ability to identify priorities.</p> <p>Confidence and enthusiasm for working with and supporting communities.</p>	

Other Work Requirements	<p>The ability to converse easily with members of the public and respond effectively to questions in spoken English.</p> <p>Occasional evening and weekend working.</p>
Role models and demonstrates the Council's values and behaviours	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>



All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.