

# JOB DESCRIPTION

## March 2021

<b>Designation:</b>	<b>Community Action Officer (2030 Strategy)</b>
<b>Grade:</b>	<b>Stroud 5</b>
<b>Hours:</b>	<b>37 hours</b>
<b>Location:</b>	Ebley Mill
<b>Job Purpose:</b>	<p>To empower people to take action for climate and ecological emergency through citizen projects and campaigns, and through community empowerment initiatives focused on nature recovery, climate change mitigation and adaptation and; the achievement of a carbon neutral district by 2030.</p> <p>This role will include a specific focus on delivering the 2030 Strategy Key Priority 'The Retrofit Challenge'</p>
<b>Responsible to:</b>	<b>2030 Strategy Manager</b>
<b>Responsible for:</b>	

### KEY DUTIES

- Support the 2030 Strategy Manager and take the lead when required to design and deliver projects and initiatives which enable people to take action in line with the 2030 Strategy and Masterplan.
- To put SDC policy into practice when working with communities ensuring key issues such as equalities, health and safety and safeguarding are always correctly addressed and risk assessments are in place.
- Work closely with community representatives and district voluntary and community sector to ensure broad, inclusive engagement with our environmental goals and to create a strong network of groups and individuals championing action for climate and ecological recovery.
- Co-create and support the leveraging of funding for a suite of projects and initiatives that bring measurable progress on our stretch targets to 2030.
- To maintain good relationships with internal and external stakeholders and beneficiaries and to act as day to day contact with any key project stakeholders, taking responsibility for decisions around project action and highlighting in a timely way to 2030 Strategy Manager any emerging deviations to the agreed project plans.
- To maintain the internal and external communication and consultation strategy for live projects assigned to you
- To establish and administer our community governance Core Group, overseeing the 2030 Strategy Work verifying proposals and rationale for its composition and work plan by working closely with the 2030 Strategy Manager and in support of Strategic Director of Place
- Work with council communications team and external networks to deliver frequent, engaging messaging and information and listening/engagement

initiatives through a variety of channels with our communities across the District

- Take an active supporting role to Stroud District Youth Council environment group and Transition Stroud's Community Action Network Forum
- Build good, effective professional relationship across the whole council community. Working particularly closely with Housing Renewal, Housing and Tenant Services and Property Services to ensure complementary action and mutual gains from efforts undertaken, particularly in terms of progressing retrofit of housing.
- Evaluate and monitor community empowerment initiatives to ensure lessons learnt are recorded and effective practice embedded
- Maintain an active presence with partners and networks and play an active role at community events and meetings as required
- Ensure outputs of activity inform environmental performance monitoring and input to reporting on request.

### SKILLS AND KNOWLEDGE

- A good understanding of administrative processes and systems
- Can actively contribute and participate in team/project meetings/discussions.
- Ability to prioritise work and work to deadlines.
- Experience of working within specialist ecological, low carbon, sustainable development sector
- Excellent communication skills both verbal and written, the ability to effectively communicate with a range of stakeholders including householders, business owners, councillors, voluntary sector and public sector.
- IT Literate, including use of MS Office; Excel skills vital
- Ability to manage own time and workload and willingly recognise and support colleagues.
- Ability to work on own initiative, with effective time management, and as part of a wider team.

### COMPLEXITY AND CREATIVITY

The role has a high level of complexity and a pan-organisational remit. Creativity in problem solving is required, developing solutions in collaboration with Heads of Service and Managers.  
Design and presentation of information in a format that is easily understandable  
Innovation is essential in order to deal with conflicting priorities and organisation of a wide range of activities

### JUDGEMENT AND DECISIONS

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## **March2021**

The job is a key support role in delivering a high profile council commitment for doing everything in its power to reach a Carbon Neutral 2030.

A high regard for the complexities around that commitment is essential for both managing expectations and for delivering high quality support to our communities.

The exercising of excellent judgement that takes into account the legal and risk issues that apply, will be required at all times.

### **CONTACTS**

- Council Staff and Members
- Members and staff of other local authorities/partner agencies
- Suppliers and contractors
- Members of the public

### **RESOURCES**

Little or no responsibility for physical or financial resources.

### **TRAVEL DESIGNATION**

HMRC rates

### **GENERAL**

- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

*This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.*