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| **Job Description** |
| **Job Title:** | Community Organiser (Great Place Scheme) |
| **Grade:** | 6  | **Post No:** |  |
| **Directorate:** | Planning  |
| **Job Purpose** |
| * To assist in the delivery of a world class participatory programme that will showcase the culture, creativity, culture and heritage and help shape the future of Old Oak
* To engage with local businesses (particularly drawing from the approx. 40,000 employees in the area), the purpose of the Community Organiser’s role will be to ensure that people who work in Park Royal and Old Oak are able to contribute to, benefit from and participate in, the programme in a meaningful way.
* To build capacity, confidence and animate the collective voice among the business community, so that the investment of the Great Place Scheme continues to benefit the area beyond the life of the three-year programme.

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|  **Principal accountabilities** |
| 1. Develop and maintain relationships with members of the business community, including employees, business owners, associations and local networks within the OPDC area.
2. Undertake regular one-to-one/group listening exercises to engage with people who work in the OPDC area
3. Work alongside artists and creative practitioners commissioned through the Great Place Scheme to provide opportunities for collaboration with employees of Old Oak and Park Royal businesses. Assist in the development of artistic programmes, by helping the programming team to better understand the needs and interests of the business communities,
4. Work with business/community leaders identified through the listening process to facilitate them in planning action for the common good. When necessary, act as a facilitator of community meetings.
5. Identify and train potential volunteer Community Organisers, in order to increase participation and develop accountable, grassroots leadership.
6. Support local businesses and community groups to apply for funding for projects that will improve the area as a place to live and work.
7. Demonstrate to business owners the benefits of encouraging volunteering among their workforce (wellbeing, productivity, employee retention etc.).
8. Work in a collaborative way with organisers in the area to strengthen connections between the residential and business communities. Where possible, exchange best practice with organisers from different traditions across London.
9. Compile reports for OPDC and project funders as and when required.
10. Work closely with the OPDC Comms and Engagement teams to ensure the Great Place Scheme compliments other OPDC Engagement workstreams, that activities are promoted both internally, externally to a range of stakeholders and that information for marketing collateral is available in a timely manner.
11. Manage resources allocated to the job in accordance with the Authority’s policies and Code of Ethics and Standards and realise the benefits of London’s diversity by promoting the diverse needs and aspirations of London’s communities.
12. Any other administrative tasks that may from time to time be necessary within the overall function of the post.

***Working Patterns****Due to the nature of this post, the role will entail occasional attendance at out of hours meetings, including evening and weekends.*  |
| **Key contacts:**  |
| **Accountable to:** | Programme Manager Great Place Scheme |
| **Accountable for:** | Resources allocated to the job |
| **Principal contacts:** | Local business owners and employees in Old Oak and Park Royal, Great Place Scheme Project Support Officer, Park Royal Programme Manager, OPDC Communications and Engagement Team, OPDC Planning and Operations colleagues, local residents and community groups, London Borough of Brent, London Borough of Ealing, London Borough of Hammersmith & Fulham |
| **Technical Requirements** |
| 1. Previous experience in community organising, community engagement or a similar role
2. Experience of working alone in challenging community settings.
3. Experience of supporting the development of new community-led initiatives.
4. An understanding of the importance of confidentiality and data protection
5. Knowledge of the OPDC’s Equalities duty as it applies to public consultation and engagement;
6. Proficient in the use of IT packages including Microsoft Outlook, Word, Excel, Power Point

**Useful but not essential**: 1. Knowledge of Local Area
2. Experience working with artists or in arts and heritage projects
3. Qualification: Foundations of Community Organising at Level 2 or 3 *(This training will be provided upon appointment if not already completed)*
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| **Behavioural Competencies** |
| **Building and Managing Relationships**… is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals. Level 2 indicators of effective performance* Develops new professional relationships
* Understands the needs of others, the constraints they face and the levers to their engagement
* Understands differences, anticipates areas of conflict and takes action
* Fosters an environment where others feel respected
* Identifies opportunities for joint working to minimise duplication and deliver shared goals

**Communicating and Influencing**… is presenting information and arguments clearly and convincingly so that others see us as credible and articulate, and engage with us.Level 2 indicators of effective performance* Communicates openly and inclusively with internal and external stakeholders
* Clearly articulates the key points of an argument, both in verbal and written communication
* Persuades others, using evidence based knowledge, modifying approach to deliver message effectively
* Challenges the views of others in an open and constructive way
* Presents a credible and positive image both internally and externally

**Stakeholder Focus**….is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and mange others’ expectationsLevel 2 indicators of effective performance* Seeks to understand requirements, gathering extra information when needs are not clear
* Presents the OPDC positively by interacting effectively with stakeholders
* Delivers a timely and accurate service
* Understands the differing needs of stakeholders and adapts own service accordingly
* Seeks and uses feedback from a variety of sources to improve the OPDC’s service to Londoners

**Research and Analysis**… is gathering intelligence (information, opinion and data) from varied sources, making sense of it, testing its validity and drawing conclusions that can lead to practical benefits.Level 2 indicators of effective performance* Proactively seeks new information sources to progress research agendas and address gaps in knowledge
* Grasps limitations of or assumptions behind date sources, disregarding those that lack quality
* Analyses and integrates qualitative and quantitative data to find new insights
* Identifies relevant and practical research questions for the future
* Translates research outcomes into concise, meaningful reports

**Strategic Thinking** ...is using an understanding of the bigger picture to uncover potential challenges and opportunities for the long-term and turning these into a compelling vision for action.Level 1 indicators of effective performance* Understands how own and team’s work contributes to the delivery of the OPDC’s objectives
* Uses understanding of different parts of the organisation to accomplish goals and objectives
* Understands what specific actions need to be taken to contribute to organisational objectives
* Shows consideration for wider organisational implication of personal work

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