

Post Specification

Post Specification - Key Information

- **Post Title: Community Development Officer**
- **Date: October 2025**
- **Post Group Number: 6424**
- **Job Family: Organisational Support**
- **Job Family Role Profile: OS11**
- **Final Grade: 11**

To be read in conjunction with the job family role profile.

Service Area Description

Based within Community Services but providing support across the authority and to Local Members

Purpose of this Post

To contribute to the Area Plan and through planning and delivery of community development and engagement, help to develop effective capacity within communities.

Key Job Specific Accountabilities

1. Develop, implement and evaluate consultation and engagement plans, systems and processes in line with council policy and agreed work programmes across a defined geographical area, informing the work of the council. To involve all sectors of the community so as to ensure that they are able to be fully and effectively informed and engaged in all forms of council community engagement.
2. Support the Local Plan process from development through to reporting progress and focus on building capacity within the area to support and enable groups to work with the Council in delivering services and/or taking on Community asset transfers.
3. Represent the council in a professional manner and develop effective networks and relationships with key partners at locality and community level. Improve mutual understanding of each other's priorities and pressures and enable the council to be an effective local partner.
4. Support, evaluate and co-ordinate grant applications and the disbursement of allocated grant monies against agreed local objectives and strategic outcomes in accordance with financial procedures and regulations including seeking and accessing appropriate external grant funding.
5. Develop, implement and review methods of communication with, and support to, County Councillors so that they are kept fully informed of the full range of local County Council and partnership activities and are properly supported in their representational and governance roles.

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

- **Budget Responsibilities:** Monitoring and controlling elements of delegated budgets and assisting in accessing funds from other Bodies if required
- **Staff Management Responsibilities:** None
- **Other:** N/A

Essential Criteria

- **Qualifications:** Technical, vocational or part professional qualification at vocational degree level or equivalent experience.
- **Knowledge:** Expert breadth and knowledge of the application of community engagement and consultation techniques and relevant legislation.
- **Experience:** Understanding of the social, economic, demographic and political structures in Cumbria.
- **Expertise:** Proven track record of developing and delivering consultation and engagement campaigns and events

Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

Job Working Circumstances

- **Emotional Demands:** Occasional dissatisfied or distressed customers
- **Physical Demands:** Some light lifting may be required
- **Working Conditions:** N/A
- **Other Factors:**
 - Ability to travel within designated area and occasionally throughout Cumbria
 - Willingness to work unsocial hours in the support of consultation and engagement activity