

Post Specification

Post Specification - Key Information

- **Post Title: Local Resilience Forum Development Officer**
- **Date: December 2025**
- **Post Group Number: 7335**
- **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

Cumbria Local Resilience Forum consists of all organisations and agencies involved with emergency response in Cumbria. Formed in 2005 following the Civil Contingencies Act 2004 which required organisations across specific areas to work together to prepare, respond and recover from different emergencies. Cumbria Local Resilience Forum is currently hosted by Cumbria County Council.

This role will support the Local Resilience Forum within the Resilience Unit.

Purpose of this Post

To support the Cumbria LRF provide project management support for Local Resilience Forum Focusing on the planning and delivery of community development and engagement, implementation of new initiatives and change programmes.

Key Job Specific Accountabilities

1. Under the direction of the LRF Manager provide co-ordination of the work programme for Cumbria Local Resilience Forum (LRF).
2. Develop, implement and evaluate consultation and engagement plans, systems and processes in line with LRF Strategic Direction and agreed work programmes across a Cumbria, informing the work of the LRF. To involve all sectors of the community so as to ensure that they are able to be fully and effectively informed and engaged with Emergency Preparedness.
3. Focus on building capacity within the area to support and enable groups to develop Community Emergency Plans. Support communities with the access to appropriate external grant funding.
4. Represent the LRF 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 pressure.
5. Develop, implement and review methods of communication between the LRF and Communities, and ensure partnership activities are properly supported in their representational and governance roles.
6. To provide project management support for Cumbria LRF focusing on the development and implementation of new initiatives and change programmes.

7. Undertake research into best practice in other LRF's, making recommendations for change to support the development of Cumbria LRF.
8. Support the engagement of Cumbria LRF, ensuring timely provision information such as delivery of the activity, financial and data, including procurement schedules and requirements.
9. Respond in emergencies. This includes providing advice and ensure procedures in place and act as LRF partnership liaison, ensuring working knowledge of all LRF response plans through training and exercising.

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

Key Facts and Figures of the Post

- **Budget Responsibilities:**
 - Providing project management oversight to projects and programmes.
- **Staff Management Responsibilities:**
 - Lead small project teams under matrix management arrangements.
 - Engage with external partners

Essential Criteria

- **Qualifications:**
- NVQ level 5, professional qualification or equivalent experience
- **Knowledge:**
- Breadth and knowledge of the application of community engagement and consultation techniques and relevant legislation
- Knowledge of the Civil Contingencies Act 2004(CCA)
- **Experience:**
- Experience in stakeholder engagement
- Proven track record of developing and delivering consultation and engagement campaigns and/events
- **Expertise:**
- Thorough understanding of the service area and the business and the context within which it operates.
- Organisational/planning skills.
- Good interpersonal skills including ability to negotiate and influence at all levels.
- Ability to tackle issues from a conceptual/theoretical base
- ICT competent with skills relevant to the work area
- May use specialised software and equipment

Disclosure and Barring Service (DBS) Checks

- This post requires does not require a DBS check.

Job Working Circumstances

- **Emotional Demands:** Minimal
- **Physical Demands:** None
- **Working Conditions:** Home or Office based with some travel to Walney Island required

Other Factors:

- Security Clearance will be required.

- Ability to travel within the county and outside of Cumbria
- Flexible approach to working hours and locations (may include evenings/weekends).
- Operate as Multi Agency Support by participating in the 24/ 7 out of hours scheme to provide a single point of contact for the emergency services and other agencies.