

Job Profile

Position Details	
Post	Community Catalyst
Service Area	Commissioning
Reports to	VCS Coordinator
Grade	PO3
Job Family	To be completed by HR

Role Purpose
<p>To unlock the potential of Haringey's Voluntary and Community Sector (VCS) to effect positive change for Haringey's residents</p> <p>To empower the VCS to support delivery of Haringey's borough plan</p> <p>To support the VCS in establishing partnership working</p> <p>To identify the strengths of the sector and the need for any future enablers to ensure the sector continues to grow and thrive</p>

Main Responsibilities
<ol style="list-style-type: none"> 1. Provide intensive support to Haringey's Voluntary and Community Sector (VCS) to develop as a cohesive partner for delivery of the borough plan. This support will include building on service delivery and strengthening financial and organisational resilience. 2. To assist VCS partners in organising the quarterly VCS forum to bring the sector together and focus attention on co-production and delivery of joint objectives 3. Strengthen and support the relationship the council has with the VCS so that they are our partners in practice 4. Support development of collaborative and cooperative practice within the VCS and wider public sector through – encouraging sharing of strengths and assets between organisations. For example, facilitating organisations to write joint funding bids and deliver joint training and development sessions. 5. To identify where the council can share our strengths and assets 6. To develop infrastructure to support the VCS in Haringey 7. Integrating activity with other local initiatives at a strategic and community level 8. Working closely with partners to develop appropriate networks

Generic Responsibilities
<ol style="list-style-type: none"> 1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements. 2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.

3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<ul style="list-style-type: none"> • Demonstrable commitment to inclusion and diversity 	E
<ul style="list-style-type: none"> • Experience of community action or development in a paid or unpaid capacity 	D
<ul style="list-style-type: none"> • Initiative, motivation and determination to make things happen with a proven track record of successfully implementing change projects 	E
<ul style="list-style-type: none"> • Ability to see opportunities and connections across sectors and communities and realise the potential of these. 	E
<ul style="list-style-type: none"> • Understanding of the workings of local government, current issues and challenges 	D
<ul style="list-style-type: none"> • Ability to operate with professionalism and integrity and to work to conflicting deadlines in a highly pressurised environment, switching tasks and priorities as the situation demands. 	E
<ul style="list-style-type: none"> • Able to engage confidently and constructively with people at all levels, forming productive, professional working relationships with councillors, stakeholders and staff at all levels. 	E
<ul style="list-style-type: none"> • Excellent communication skills, oral and in writing, including presentation skills in formal, informal and public settings. 	E
<ul style="list-style-type: none"> • Political sensitivity and a demonstrable ability to recognise, influence and manage the communications and public relations consequences of sensitive issues. 	E
<ul style="list-style-type: none"> • A proven track record in successful applications for grant funding in the VCS. 	D

Main Contacts & Other Information
<u>Main Contacts:</u> VCS Coordinator