

RECORD OF INDIVIDUAL EXECUTIVE DECISION MADE BY AN OFFICER

Decision Maker	Decision Type	Date
Helen Lockwood, Executive Director, Economy, Skills and Neighbourhoods	Administrative Decision	

Establishment of the Emerging Communities Team

Exempt/Confidential Report	No	
Key Decision ¹	No	N

Decision (s) ²

The decision is to approve the establishment of five new fixed-term posts.

Reasons for the decision(s)³

The Council has secured funding from the Big Lottery Fund and the former Department for Local Government's Controlling Migration Fund to undertake specific work with migrant communities, asylum seekers and refugees in local areas most impacted by high immigration. The proposals secured funding to appoint a number of posts to undertake targeted work with these specific communities and this report seeks to create and appoint the Emerging Communities Team.

Options/Alternatives considered ⁴

Funding has been secured to cover the staffing costs associated with the delivery of the programmes and agreement has been made with both funders that the posts would be hosted by the local authority. This in effect was a condition upon which funding was allocated.

¹ If the decision is Key Please use Key Decision Template.

² Brief details of the decision should be inserted. This note must set out the substance of the decision, options considered and the reason for deciding on the chosen option, although care must be taken not to disclose any confidential or exempt information. Please include proposed timescales for commencement and / or completion of implementation as appropriate.

³ Reasons for the decision must be given.

⁴ Options must be given.



Conflict of Interest declared⁵

None.

.....⁶

(Signature of Executive Director/Director)

Helen Lockwood, Executive Director, Economy, Skills and Neighbourhoods.

Decision made pursuant to:

- a) General delegation under the Council's officer scheme of delegation. Non-contract decisions up to £250k.**

⁵ If none, please state none. No Member having a disclosable pecuniary interest or officer having an interest in any matter (whether pecuniary or otherwise required to be declared) should take a decision in relation to that matter. Other interests of a non-disqualifying nature should be recorded here. Any dispensation in place in relation to the matter should also be recorded here. This may include other elected Members, officers, stakeholders and the local community.

⁶ The signatory must be duly authorised by Executive Director to make a decision in accordance with the relevant sub-delegation scheme. It is not acceptable for the signature to be 'pp' for the authorised signatory.

Delegated Officer Report

Decision Maker: Helen Lockwood
(Executive Director, Economy, Skills and Neighbourhoods).

Date of Decision: 14th June 2018

Subject: **Establishment of the Emerging Communities Team**

Report Author: **Stronger Communities Manager**

Ward (s): Not Applicable

Reason for the decision: The purpose of this report is to seek approval to establish five new fixed-term posts to create the Emerging Communities Team.

Summary: The Council has secured funding from the Big Lottery Fund and the former Department for Local Government's Controlling Migration Fund to undertake specific work with migrant communities, asylum seekers and refugees in local areas most impacted by high immigration. The proposals secured funding to appoint a number of posts to undertake targeted work with these specific communities.

What are the alternative option(s) to be considered? Please give the reason(s) for recommendation(s): Funding has been secured to cover the staffing costs associated with the delivery of the programmes and agreement has been made with both funders that the posts would be hosted by the local authority. This in effect was a condition upon which funding was allocated.

Consultation: including any conflict of interest declared by relevant Cabinet Member consulted. Consultation has been undertaken with staff affected as part of the process and Trade Unions have been consulted as part of the job evaluation process.

The Cabinet Member for Neighbourhoods and Co-operatives has been consulted on the

proposals to accept the funding, but not specifically on the creation of the posts.

Recommendation(s):

It is recommended that the posts be established.

Implications:

What are the financial implications?

The total expected costs for establishing the five posts is shown in the table below, together with the proposed source of funding. Costs shown are based on top of scale and are inclusive of on-costs to show the potential maximum impact.

Funding secured from two external funding sources will be used to finance the proposal;

- The Controlling Migration Fund (CMF). Total grant funding of £602,104 over 2 years commencing 1st August 2018.
- The Big Lottery Fund (BLF). Total grant funding of £342,915 over 3 years commencing from 1st April 2018.

Neither source of funding is fully utilised, in both cases, the residual balance will be used to support wider project delivery.

	2018/19 £k	2019/20 £k	2020/21 £k	Total £k
Principal Emerging Communities Officer (G10)	60	60	0	120
Emerging Communities Project Manager* (G6)	40	40	0	80
Czech Roma Outreach Worker (0.5 FTE) (G5)	17	17	0	34
Total Cost to CMF	117	117	0	234
Funded By:-				
Controlling Migration Funding	(301)	(301)	0	(602)
Balance Remaining (for project delivery)	(184)	(184)	0	(368)
	2018/19 £k	2019/20 £k	2020/21 £k	Total £k
*Emerging Communities Project Manager (Honarium G6 toG8)	11	11	11	33
Romanian Roma Outreach Worker (G5)	35	35	35	105
New Arrivals Outreach Worker (0.5 FTE) (G5)	17	17	17	51
Total Costs to BLF	63	63	63	189
Funded By:-				

Big Lottery Funding	(116)	(120)	(107)	(343)
Balance Remaining (for project delivery)	(53)	(57)	(44)	(154)

As the posts are for a period of two and three years, redundancy costs may be payable upon termination. Subject to a review of the grant conditions there is a possibility that such costs are not a permissible use of the grant funding. If this were to be the case the cost would fall to the Service and would need to be factored into the financial management process at the appropriate time.

(Jenny Howarth – Senior Accountant)

What are the legal implications?

There are no legal implications of the proposals save that it should be borne in mind that the termination of the fixed term contracts will amount to a dismissal in law, which may well amount to a redundancy, and as such the Council's procedures should be followed in that regard, including the making of redundancy payments if appropriate. (Colin Brittain)

What are the *procurement* implications?

Not applicable

What are the Human Resources implications?

People Services have worked closely with the service to develop these proposals. The roles have been evaluated in line with the Councils job evaluation process and will be recruited to in line with Council policy.

Given the length of contract if funding should cease then there may be redundancy costs associated. We will however endeavour to find alternative employment in line with the Councils redeployment policy.

(Emma Gilmartin, HR Business Partner)

Equality and Diversity Impact Assessment attached or not required because (please give reason)

An initial EIA has not identified any adverse Equality Impact.

What are the property implications

Not applicable

Risks:

There are no risks associated with the recommendation, other than those which have been highlighted in relation to redundancy costs.

Co-operative agenda

The post will contribute to a range of work which will help to build stronger communities including developing good community relations, addressing environmental and crime issues, as well as supporting building the capacity of residents and local groups to take ownership and drive change in addressing local concerns.

Has the relevant Legal Officer confirmed that the recommendations within this report are lawful and comply with the Council's Constitution? Yes

Has the relevant Finance Officer confirmed that any expenditure referred to within this report is consistent with the Council's budget? Yes

Are any of the recommendations within this report contrary to the Policy Framework of the Council? No

List of Background Papers under Section 100D of the Local Government Act 1972:
None


Report Author Sign-off:	
Natalie Downs Stronger Communities Manager	
Date: 29th May 2018	

Please list and attach any appendices:-

Appendix number or letter	Description
1	Background
2	Principal Emerging Communities Manager job description
3	Emerging Communities Project Manager job description
4	Romanian Roma Outreach Worker job description

5	Czech Roma Outreach Worker job description
6	New Arrivals Outreach Worker job description

In consultation with:

Diane Frost, Director of People	Signature 
Date:	20-6-18

1. BACKGROUND

- 1.1 The Council has been successful in securing £342,195 from the Big Lottery Fund (BLF) over three years and £602,104 from the former Department for Communities and Local Government's Controlling Migration Fund (CMF) over two years to provide support to local areas which are impacted as a result of high immigration. The funding secured will deliver a range of support to migrant communities, asylum seekers and refugees to assist with their integration.
- 1.2 Acceptance of the funding from both BLF and CMF have been subject to two separate Delegated Decision reports.
- 1.3 Both proposals requested funding, which when combined, create five new posts to form the Emerging Communities Team as part of the wider Stronger Communities Team. In addition, funding for a Senior Intelligence Analyst post, within the Council's Business Intelligence Unit, was also secured and approval of this post will be subject to a separate report. This report seeks approval to create the Emerging Communities Team funded by both BLF and CMF monies.

2. CREATION OF POSTS

It is proposed to establish the following posts to create the Emerging Communities Team.

Post title	GRADE	FTE	Funder
Principal Emerging Communities Manager	10	1	Controlling Migration Fund
Emerging Communities Project Manager	8	1	Controlling Migration Fund (Scale 6) Big Lottery Fund (honorary to Scale 8)
Romanian Roma Outreach Worker	5	1	Big Lottery Fund
Czech Roma Outreach Worker	5	0.5	Controlling Migration Fund
New Arrivals Outreach Worker	5	0.5	Big Lottery Fund

2.1. Principal Emerging Communities Officer:

The post of Principal Emerging Communities Officer will be funded through CMF and initially advertised as a two year fixed-term contract. The post will report to the existing Stronger Communities Manager and has been subject to the job evaluation process and graded at Grade 10. A copy of the job description is attached at Appendix 2.

2.2 Emerging Communities Project Manager:

The post of Emerging Communities Project Manager will be funded through both CMF and BLF and report to the Principal Emerging Communities Manager.

The post of Emerging Communities Project Manager is based upon the existing Community Development Worker role plus additional duties in relation to project management and line management of staff.

The Community Development Worker for West Oldham has received an honorarium for two years from Grade 6 to Grade 7 as remuneration for the additional duties undertaken in providing line management to the Roma Outreach Worker and in developing the BLF application. Following H.R. advice given the specialist nature and that this is time limited, the post of Emerging Communities Project Manager will be initially ring-fenced to the Community Development Workers employed within each of the District Teams and expressions of interest will be sought.

It is anticipated that one of the existing Community Development Workers will fulfil the role of Emerging Communities Project Manager on a secondment basis and that the vacant post of Community Development Worker will then be advertised as a two year fixed-term contract.

CMF monies will cover the costs of the Emerging Communities Project Manager at Grade 6 for two years and BLF monies will pay for the increase in salary to Grade 8 for three years. In the event that the Council is not awarded further funding from CMF in year 3 to cover the cost of the community development aspect of the role, then the individual undertaking the Emerging Communities Project Manager role will revert back to their substantive post and the honorarium aspect will continue to be met from BLF. A review of the duties being undertaken by the Community Development Worker will need to be undertaken if this situation arises.

Following job evaluation, the newly created post of Emerging Communities Project Manager has been graded at Grade 8 and a copy of the job description is attached at Appendix 3.

2.3 Romanian Roma Outreach Worker:

The post of Romanian Roma Outreach Worker will be funded for three years from BLF and will report to the Emerging Communities Project Manager.

In 2015, the Council advertised the post of Romanian Roma Outreach Worker as a modern apprenticeship and a competitive recruitment process was undertaken at that time. However, the role has evolved over time and the postholder has been required to work above and beyond that of a modern apprentice.

As a result of the increased duties, the post has been through job evaluation and regraded to Grade 5. The post holder has received an honorarium following job evaluation and it is

recommended that the post be formally regraded from that of a modern apprentice to Grade 5.

A copy of the job description is attached at Appendix 4.

2.4 Czech Roma Outreach Worker:

The post of Czech Roma Outreach Worker will be funded from CMF and will report to the Emerging Communities Project Manager.

This is a newly created 0.5 FTE post and will be advertised as a two year fixed-term contract.

The post has been through job evaluation and graded at Grade 5. A copy of the job description is attached at Appendix 5.

2.5 New Arrivals Outreach Worker:

The post of New Arrivals Outreach Worker will be funded from BLF and will report to the Emerging Communities Project Manager.

This is a newly created 0.5 FTE post and will be advertised as a three year fixed-term contract.

The post has been through job evaluation and graded at Grade 5. A copy of the job description is attached at Appendix 6.

OLDHAM COUNCIL**JOB DESCRIPTION**

Job Title: Principal Emerging Communities Manager	
Directorate: Health and Well-Being	Division/Section: Stronger Communities Service
Grade: 10	JE Reference:

Job Purpose:

To be accountable to the Stronger Communities Manager for managing the Emerging Communities Team. To be responsible for leading on behalf of the Council: work relating to migrant communities, asylum seekers and refugees, including the development of strategies and policies in support of this area of work; programme management of external funding secured from the Ministry of Housing, Communities and Local Government (MHCLG) including budget management and commissioning of services; negotiation, development and implementation of the national COMPASS contract; contributing to the work of the Regional Strategic Migration Partnership; and, co-ordinating the work of Oldham's Migrant Policy Group.

General management responsibilities:

1. To provide day-to-day management to the Emerging Communities Team including recruitment, appraisal and development, conflict resolution etc.
2. To motivate and engage the team to create the right working environment to influence effective performance.
3. To be accountable for a budget(s), monitoring, reckoning and providing explanation for spend as necessary.
4. To be responsible for the delivery of the annual work plans, regularly monitor, identify potential non-delivery and provide practical solutions for performance issues.
5. Contribute to efficiency and performance improvements and evidence value for money in service delivery.
6. Contribute towards strategic planning by providing practical aspects to achieving goals and objectives
7. To support the implementation of corporate initiatives and ensure they are embedded in the team.
8. To ensure effective working relationships with other managers across the directorate and the Council to deliver our corporate objectives.
9. To contribute to the overall management of the service.
10. To deputise for the Stronger Communities Team Manager as required.

Key Tasks:

1. To lead on the development and implementation of strategies, policies and initiatives relating to migrant communities, asylum seekers and refugees, both within the Council and with partners and provide support to officers undertaking work in support of this;
2. To be responsible for overseeing the co-ordination and implementation of a programme of activity funded through MHCLG's Controlling Migration Fund, including the commissioning of services, performance and budget management and ensuring remedial action is taken to address any under-performance relating to service delivery.
3. To lead on the development and co-ordination of the Emerging Communities Steering Group for the purpose of ensuring the successful implementation of activity funded through the Big Lottery Fund and Controlling Migration Fund and ensuring that it supports the integration and settlement of migrant communities, asylum seekers and refugees in Oldham.
4. To lead the negotiations on behalf of the local authority in respect of the development and implementation of the national COMPASS contract for asylum seekers and seek to achieve the best outcome for Oldham;
5. To represent the Council at a regional or national level as required in relation to asylum, refugee and migrant community issues and in particular, to attend the Regional Strategic Migration Partnership and any other associated working groups, ensuring that the interests of Oldham are reflected.
6. To maintain a strategic oversight of asylum dispersal within the Borough, ensuring that it does not impact adversely on existing communities and services and co-ordinate the consultation process in relation to the procurement of properties for housing asylum seekers in the Borough.
7. To co-ordinate the work of Oldham Council's Migrant Communities Policy Group, supporting the contribution of partner agencies such as the Police, NHS, housing providers, schools and voluntary, community and faith sector organisations.
8. To ensure that data and intelligence is used to inform the development of strategies and plans and to identify areas of concern to the Community Safety and Cohesion Partnership and the Migrant Communities Policy Group.
9. To promote the effective integration of migrant communities, refugees and asylum seekers within Oldham's communities.
10. To work in partnership with other agencies to develop initiatives and funding applications which support asylum seekers (including unaccompanied asylum seeking children), refugees and migrant communities in their resettlement and access to services.
11. To develop effective working relationships with the Council's partners, including appropriate Government departments, local authorities, SERCO, local public, private and voluntary, community and faith organisations and community groups.
12. To contribute to the team's work in managing community tensions in relation to issues affecting migrant communities, asylum seekers and refugees.
13. To develop and maintain effective working relationships with all partners, both internal and external, including organisations from the public, private and voluntary, community and faith sectors and key community contacts.

14. To advise elected members, senior council officers about issues relating to migrant communities, asylum seekers and refugees, particularly those which have the potential to adversely affect the Council and its reputation.
15. To advise the Council and Community Safety and Cohesion Partnership on the implications of relevant policy developments and emerging issues relating to migrant communities, asylum seekers and refugees.
16. To manage confidential and sensitive information.
17. To undertake any other duties commensurate with the grade.

Standard Duties:

1. To actively promote the equalities and diversity agenda in the workplace and in service delivery.
2. To uphold and implement policies and procedures of the Council; including customer care, data protection, ICT, finance and health and safety policies.
3. To actively engage with the behaviours and values of the Council to promote and support our Co-operative Agenda.
4. To undertake continuous professional development and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures as appropriate to the role.
5. Undertake any additional duties commensurate with the level of the post.

Contacts:

Members of Parliament; elected members; senior Council officers and other staff across the Council; relevant external organisations; other local authorities; government departments; public.

Relationship To Other Posts In The Department:

Responsible to: Stronger Communities Manager

Responsible for: Emerging Communities Project Manager; Analyst; and other officers as allocated.

Special Conditions:

	DATE	NAME	POST TITLE
Prepared	08/03/2018	Natalie Downs	Stronger Communities Team Manager
Reviewed		Bruce Penhale	Head of Stronger Communities Service
Reviewed			

Job Title	Emerging Communities Project Manager		
Directorate	Health and Well-being	Division/Section	Stronger Communities Team
Grade	Grade 8		

Job Purpose

To be accountable to the Principal Emerging Communities Manager for: managing the Outreach Workers; programme management of funding secured from the Big Lottery Fund, including budget management and the co-ordination, development and implementation of projects; leading on community development activities, with a specific focus upon migrant communities, asylum seekers and refugees and building relationships with resident communities to promote integration and community cohesion; assisting individuals and groups to develop their skills and abilities to successfully organise their own community provision and take ownership of local issues; working with groups and organisations to develop a co-operative approach to the delivery of local service provision whereby services are co-produced and delivered with citizens; encouraging citizens to be active in taking responsibility for the delivery of local priorities.

General management responsibilities:

1. To provide day-to-day management to the Outreach Workers including recruitment, appraisal and development, conflict resolution etc.
2. To motivate and engage the team to create the right working environment to influence effective performance.
3. To be accountable for a budget(s), monitoring, reckoning and providing explanation for spend as necessary.
4. To be responsible for the delivery of the annual work plans, regularly monitor, identify potential non-delivery and provide practical solutions for performance issues.
5. Contribute to efficiency and performance improvements and evidence value for money in service delivery.
6. Contribute towards strategic planning by providing practical aspects to achieving goals and objectives
7. To support the implementation of corporate initiatives and ensure they are embedded in the team.
8. To ensure effective working relationships with other managers across the directorate and the Council to deliver our corporate objectives.
9. To contribute to the overall management of the service.
10. To deputise for the Principal Emerging Communities Manager as required.

Key Tasks

1. To be responsible for overseeing the co-ordination and implementation of a programme of activity funded through the Big Lottery Fund, including the commissioning of services, performance and budget management and ensuring remedial action is taken to address any under-performance relating to service delivery.
2. To be responsible for the development and implementation of a range of projects funded by the Big Lottery Fund for the benefit of migrant communities, asylum seekers, refugees and resident communities.
3. To promote the effective integration of migrant communities, asylum seekers and refugees within Oldham ensuring they have access to timely information and services which meet their needs.
4. To co-ordinate the work of multi-disciplinary teams to deliver community development, engagement and enforcement activity.
5. To contribute to the team's work in managing community tensions in relation to issues which affect migrant communities, asylum seekers and refugees and work with partners, such as Environmental Services, the Police and Immigration Service to address issues as they arise.
6. To contribute to the development and co-ordination of the Emerging Communities Steering Group for the purpose of ensuring the successful implementation of activity funded through the Big Lottery Fund and Controlling Migration Fund and ensuring that it supports the integration and settlement of migrant communities, asylum seekers and refugees in Oldham.
7. To contribute to the work of the Migrant Communities Policy Group.
8. To enable local community and voluntary groups / organisations to access the advice, support, information and training to build their capacity in order to work together and develop effective solutions to identified, common problems.
9. To develop pan expert knowledge and skills base in order to lead a strategic specialist workstream, as allocated to this post. This strategic specialism
10. To provide expert support and advice to elected members and communities across the borough in relation to issues which impact upon migrant communities, asylum seekers and refugees.
11. To work with individuals and community groups to successfully organise their own community provision, such as running of local community assets and volunteering opportunities, so that services are co-produced with citizens and service providers.
12. To work with citizens and elected members in maximising the resources available in communities by working with businesses and investors through a co-investment model.
13. Enable local organisations to take an active role in the delivery of services by providing effective support in order to position themselves as credible providers in the market place.
14. To work with other key stakeholders in the Districts to develop a network of community champions, that builds community resilience, ownership and pride in local neighbourhoods.

15. Lead the development of a Community Network made up of local groups and organisations, that shares best practice and comes together to deliver services collectively across the District, reducing duplication and sharing opportunities for joint working and use of assets.
16. Research, analyse and share with colleagues and community members the emerging localism and devolution agenda and incorporate the principles into work practice.
17. Engage community members in the emerging localism and devolution agenda in order to enable action and activities that support the Borough to achieve related identified goals.
18. Develop a local engagement framework and events calendar for the District so that activity is joined up across the District.
19. Support initiatives that deliver the Council's Engagement Strategy and develop local consultation and inclusion events as part of the overall engagement framework.
20. Support other service providers within the District to work with communities in designing and delivering services, such as libraries, schools, registered housing providers etc.
21. To provide information on sources of funding and work with appropriate organisations and stakeholders on the development of suitable funding applications that meet local priorities.
22. To work collaboratively with organisations, agencies and communities in order to realise the Council's ambition to be a Cooperative council.
23. To work as part of the Emerging Communities Team based in the Community and work in partnership with the District Teams.
24. To undertake any other duties commensurate with the grade.

Standard Duties

1. To actively promote the equalities and diversity agenda in the workplace and in service delivery.
2. To uphold and implement policies and procedures of the Council; including customer care, data protection, ICT, finance and health and safety policies.
3. To actively engage with the behaviours and values of the Council to promote and support our Co-operative Agenda.
4. To undertake continuous professional development and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures as appropriate to the role.
5. Undertake any additional duties commensurate with the level of the post.

Contacts

Members of Parliament; elected members; senior Council officers and other staff across the Council; relevant external organisations; other local authorities; government departments; public.

Relationship To Other Posts In The Directorate

Responsible to: Principal Emerging Communities Manager

Responsible for: Outreach Workers

Special Conditions **None**

	DATE	NAME	POST TITLE
Prepared	08/03/2018	Natalie Downs	Stronger Communities Manager
Reviewed			
Reviewed			

Job Title	Romanian Roma Outreach Worker	
Directorate	Health and Well-being	Division/Section Stronger Communities Service
Grade	5	

Job Purpose

To be responsible to the Emerging Communities Project Manager for undertaking community engagement with the Romanian Roma community in Oldham and providing advocacy support on behalf of Romanian Roma families and individuals to ensure that they have access to services to which they are entitled. To provide support to the Council and partner agencies in engaging and consulting with the Romanian Roma community and developing mechanisms for people from different backgrounds to work together to improve their neighbourhoods.

1. To provide support in planning and delivering events, campaigns and other activities in the Oldham district, within agreed financial resources and timescales under guidance of the Emerging Communities and District teams.
2. To develop mechanisms for upskilling the knowledge of Council and partner agency staff about people who are migrating into Oldham from other parts of the European Union.
3. To co-ordinate the delivery of community engagement activities with members of the Romanian Roma community and other residents as appropriate.
4. To develop and deliver a community drop-in session for members of the Romanian Roma community.
5. To provide advice and/or advocacy support to the Romanian Roma community to ensure that they are able to access services to which they are entitled (e.g. school applications)
6. To provide community development support to Romanian Roma individuals and community groups to enable them to organise and manage their own community provision e.g. management of community assets and development of volunteering opportunities.
7. To develop relationships between Oldham's Romanian Roma Community, Council officers, elected members and other key partnership organisations and provide support to service providers with designing and delivering services which meet the needs of the Romanian Roma community (e.g. libraries, schools, registered housing providers etc.)
8. To support the work of the Emerging Communities and District Teams in developing information targeted at the Roma community; to act as a translator for members of the Romanian Roma community where appropriate; and, translate materials for dissemination to the Romanian Roma community.
9. To attend networks and meetings with other local authorities and agencies to promote the work being undertaken in Oldham with the Romanian Roma community.
10. To work with the Council and partner agencies in managing community tensions which involve members of the Romanian Roma community.

11. To support initiatives which deliver the Councils Engagement Strategy and develop local consultation and inclusion events as part of the overall engagement framework.
12. To work collaboratively with organisations, agencies and communities in order to realise the Councils ambition to be a Cooperative council.
13. To work as part of the Emerging Communities Team based in the community.
14. To participate in regular team meetings concerning work priorities, production and resource development.
15. To actively promote the equalities and diversity agenda in the workplace and in service delivery.
16. To be familiar with customer care and health and safety policies of the Council/ Directorate.
17. To participate in self-improvement in performance through workplace development.
18. Undertake any additional duties commensurate with the grade of the post.

Contacts

Members of the public, Elected Members , Third Sector Infrastructure Organisations, Council Directorates

Relationship To Other Posts In The Directorate

Responsible to: Emerging Communities Project Manager

Responsible for: Not applicable

Special Conditions

Enhanced DBS

	DATE	NAME	POST TITLE
Prepared	26/10/16	Nikki Quigg	Community Development Officer
Reviewed	26/10/16	Natalie Downs	Principal Communities Officer
Reviewed	08/03/2018	Natalie Downs	Stronger Communities Manager

Job Title	Czech Roma Outreach Worker		
Directorate	Health and Well-being	Division/Section	Stronger Communities Service
Grade	5		

Job Purpose

To be responsible to the Emerging Communities Project Manager for undertaking community engagement with the Czech Roma community in Oldham and providing advocacy support on behalf of Czech Roma families and individuals to ensure that they have access to services to which they are entitled. To provide support to the Council and partner agencies in engaging and consulting with the Czech Roma community and developing mechanisms for people from different backgrounds to work together to improve their neighbourhoods.

1. To provide support in planning and delivering events, campaigns and other activities in the Oldham district, within agreed financial resources and timescales under guidance of the Emerging Communities and District teams.
2. To develop mechanisms for upskilling the knowledge of Council and partner agency staff about people who are migrating into Oldham from other parts of the European Union.
3. To co-ordinate the delivery of community engagement activities with members of the Czech Roma community and other residents as appropriate.
4. To develop and deliver a community drop-in session for members of the Czech Roma community.
5. To provide advice and/or advocacy support to the Czech Roma community to ensure that they are able to access services to which they are entitled (e.g. school applications)
6. To provide community development support to Czech Roma individuals and community groups to enable them to organise and manage their own community provision e.g. management of community assets and development of volunteering opportunities.
7. To develop relationships between Oldham's Czech Roma Community, Council officers, elected members and other key partnership organisations and provide support to service providers with designing and delivering services which meet the needs of the Roma community (e.g. libraries, schools, registered housing providers etc.)
8. To support the work of the Emerging Communities and District Teams in developing information targeted at the Czech Roma community; to act as a translator for members of the Czech Roma community where appropriate; and, translate materials for dissemination to the Czech Roma community.
9. To attend networks and meetings with other local authorities and agencies to promote the work being undertaken in Oldham with the Czech Roma community.
10. To work with the Council and partner agencies in managing community tensions which involve members of the Czech Roma community.

11. To support initiatives which deliver the Councils Engagement Strategy and develop local consultation and inclusion events as part of the overall engagement framework.
12. To work collaboratively with organisations, agencies and communities in order to realise the Councils ambition to be a Cooperative council.
13. To work as part of the Emerging Communities Team based in the community.
14. To participate in regular team meetings concerning work priorities, production and resource development.
15. To actively promote the equalities and diversity agenda in the workplace and in service delivery.
16. To be familiar with customer care and health and safety polices of the Council/ Directorate.
17. To participate in self-improvement in performance through workplace development.
18. Undertake any additional duties commensurate with the grade of the post.

Contacts

Members of the public, Elected Members , Third Sector Infrastructure Organisations, Council Directorates

Relationship To Other Posts In The Directorate

Responsible to: Emerging Communities Project Manager

Responsible for: Not applicable

Special Conditions Enhanced DBS

	DATE	NAME	POST TITLE
Prepared	08/03/2018	Natalie Downs	Stronger Communities Manager
Reviewed			

Job Title New Arrivals Outreach Worker	
Directorate Health and Well-being	Division/Section Stronger Communities Service
Grade 5	

Job Purpose

To be responsible to the Emerging Communities Project Manager for undertaking community engagement with new arrivals in Oldham and providing advocacy support on behalf of families and individuals to ensure that they have access to services to which they are entitled. To provide support to the Council and partner agencies in engaging and consulting with new arrivals and developing mechanisms for people from different backgrounds to work together to improve their neighbourhoods.

Key Tasks

1. To provide support in planning and delivering events, campaigns and other activities in the Oldham district, within agreed financial resources and timescales under guidance of the Emerging Communities and District teams.
2. To develop mechanisms for upskilling the knowledge of Council and partner agency staff about people who are migrating into Oldham particularly from other parts of the European Union and Africa.
3. To co-ordinate the delivery of community engagement activities with new arrivals and other residents as appropriate.
4. To develop and deliver a community drop-in session for new arrivals.
5. To provide advice and/or advocacy support to new arrivals to ensure that they are able to access services to which they are entitled (e.g. school applications)
6. To provide community development support to new arrivals and community groups to enable them to organise and manage their own community provision e.g. management of community assets and development of volunteering opportunities.
7. To develop relationships between Oldham's new arrivals, Council officers, elected members and other key partnership organisations and provide support to service providers with designing and delivering services which meet their needs (e.g. libraries, schools, registered housing providers etc.)
8. To support the work of the Emerging Communities and District Teams in developing information targeted at new arrivals; to act as a translator where appropriate; and, translate materials for dissemination to new arrivals.
9. To attend networks and meetings with other local authorities and agencies to promote the work being undertaken in Oldham with new arrivals.
10. To work with the Council and partner agencies in managing community tensions which involve new arrivals.

11. To support initiatives which deliver the Councils Engagement Strategy and develop local consultation and inclusion events as part of the overall engagement framework.
12. To work collaboratively with organisations, agencies and communities in order to realise the Councils ambition to be a Cooperative council.
13. To work as part of the Emerging Communities Team based in the community.
14. To participate in regular team meetings concerning work priorities, production and resource development.
15. To actively promote the equalities and diversity agenda in the workplace and in service delivery.
16. To be familiar with customer care and health and safety polices of the Council/ Directorate
17. To participate in self-improvement in performance through workplace development.
18. Undertake any additional duties commensurate with the grade of the post.

Contacts

Members of the public, Elected Members , Third Sector Infrastructure Organisations, Council Directorates

Relationship To Other Posts In The Directorate

Responsible to: Emerging Communities Project Manager

Responsible for: Not applicable

Special Conditions Enhanced DBS

	DATE	NAME	POST TITLE
Prepared	08/03/2018	Natalie Downs	Stronger Communities Manager
Reviewed			

