

Job Description

Post Title:	Lead Officer Place Based Engagement
Salary Band:	Grade 4 £47,181 - £53,460
Duration:	Permanent
Reporting to:	Programme Manager Communities, Health and Wellbeing
Service Areas:	Employment, Skills & Healthy Communities
Political Restriction:	This is a politically restricted role
Line Management Responsibilities	Community Development Officers

Structural Position



1. Primary Purpose of Post

The Place-Based Engagement Officer will play a key role in developing and delivering the Mayor's Community Team, ensuring that communities across the HEYCA area have meaningful opportunities to shape local priorities, influence decision-making and participate in place-based activity.

The postholder will work directly with residents, community groups, businesses, young people, public sector partners and voluntary sector organisations to build trusted relationships, establish local boards and forums, and support the development of community-led strategies and delivery plans.

The role is required to integrate community feedback in and across the organisation, assisting Directors in shaping priority policy areas.

The role will support engagement on work and health, skills, wellbeing, access to services, local economic opportunity, youth voice, business involvement and community development.

The postholder will also manage the Mayor's Community Fund and act as a key liaison point for grant-funded programmes, ensuring funded activity is well-supported, monitored and aligned with Mayoral priorities and local community needs.

2. Corporate Responsibilities

Corporate Responsibility

- Support the Head of Service in delivering the Communities, Health Integration and Wellbeing agenda and the development of the Mayor's Community Team.
- Lead and coordinate place-based community engagement activities across Hull and East Yorkshire, ensuring residents and communities are involved, engaged and listened to.
- Take responsibility for the successful design, mobilisation and delivery of community engagement workstreams, local boards, community development activity and youth participation activity.
- Manage the Mayor's Community Fund in line with HEYCA policies, funding criteria, governance requirements and public sector standards.
- Act as liaison for grant-funded programs, supporting funded partners to deliver agreed outcomes and provide monitoring and impact evidence.
- Convene stakeholders to support local priorities, partnership working and the development of devolution asks where relevant.
- Ensure safeguarding, equality, diversity and inclusion considerations are embedded across all engagement, funding and delivery activity.

Decision-Making Responsibilities

- Make operational decisions relating to engagement models, local board arrangements, community fund administration and delivery planning within agreed parameters.
- Provide recommendations to the Head of Service on community development priorities, investment opportunities, grant allocation, risks and mitigation.
- Manage risks and issues across engagement and grant-funded activity, ensuring timely escalation where required.
- Influence delivery partners, stakeholders and community representatives to ensure effective engagement, delivery and outcomes.

Consequences of Decisions

- Internal: impact on programme performance, financial compliance, governance arrangements, risk management and the reputation of HEYCA as an effective convener and accountable body.
- External: impact on community participation, access to services and opportunities, health and wellbeing outcomes, community resilience, youth voice, business involvement and relationships with local partners.

Role Responsibilities

Community Engagement and Place-Based Working

- Develop and deliver a programme of place-based engagement across communities within the HEYCA area.
- Build strong and trusted relationships with residents, community organisations, voluntary and faith groups, local leaders, young people and underrepresented communities.
- Ensure engagement activity reaches communities that are less likely to participate in formal consultation or decision-making processes.
- Gather community insight, lived experience and local intelligence to inform Mayoral priorities, policy development, service design and delivery planning.
- Support the Mayor's Community Team to be visible, accessible and responsive within local places.

Development of Local Community Boards

- Lead the establishment and ongoing support of local community boards, stakeholder forums and place-based partnership groups.
- Bring together residents, community representatives, businesses, public sector partners and voluntary sector organizations to identify shared priorities and local solutions.
- Support boards to develop clear terms of reference, action plans, reporting arrangements and governance processes.
- Support the development of thematic or place-based boards, including local work and health boards, youth voice forums, community wellbeing boards and stakeholder partnerships.

Business and Stakeholder Engagement

- Engage local businesses to understand their role in supporting community wellbeing, employment, skills, health and inclusive economic growth.

- Build productive relationships with employers, business networks, chambers, social enterprises and anchor institutions.
- Identify opportunities for businesses to contribute to community development, youth engagement, work and health activity, volunteering, mentoring and local investment.
- Act as a link between local businesses and community priorities, helping to develop practical partnerships and place-based initiatives.

Work, Health and Wellbeing Engagement

- Support the development of local work and health boards or similar partnership structures.
- Engage residents, employers, health partners, local authorities, Job Centre Plus, skills providers and voluntary sector organisations around barriers to employment, health inequalities and wellbeing.
- Gather insight on local work and health challenges, including barriers faced by young people, disabled people, carers, people with long-term health conditions and economically inactive residents.
- Contribute to local plans that support people into good work, improve wellbeing and connect communities to services and opportunities.

Youth and Community Voice

- Develop creative and inclusive approaches to engaging young people in local decision-making.
- Work with schools, colleges, youth organisations, community groups and young people directly to understand their priorities and aspirations.
- Support the creation of youth engagement mechanisms, including youth panels, listening events, workshops and community projects.
- Ensure young people's voices inform community development strategies, delivery plans and Mayoral priorities.

Community Development Strategy and Delivery Planning

- Support the development of a community development strategy for the Mayor's Community Team.
- Translate community insight into clear priorities, actions and delivery plans.
- Work with partners and communities to co-design local interventions, projects and campaigns.
- Monitor progress against delivery plans and support regular reporting on outcomes, impact and learning.
- Identify opportunities for funding, partnership working and innovation to support community-led delivery.

Management of the Mayor's Community Fund

- Manage the Mayor's Community Fund, ensuring it is delivered fairly, transparently and in line with HEYCA policies, funding criteria and governance requirements.
- Support the design, promotion and administration of the fund, ensuring community groups, local organisations and eligible partners are aware of opportunities to apply.
- Provide guidance and support to applicants, particularly smaller community groups or organisations that may need help understanding the application process.
- To support communities in developing bids or applications for funding.
- Coordinate assessment, moderation and decision-making processes for grant applications.
- Maintain accurate records of applications, awards, monitoring information, spend, outcomes and community impact.
- Work with funded organisations to ensure projects are delivered as agreed and that funding is used appropriately.
- Prepare reports and updates on the Mayor's Community Fund for senior officers, the Mayor, boards and relevant governance groups.

Liaison for Grant-Funded Programmes

- Act as a key liaison point between HEYCA, grant-funded organisations, community partners and relevant stakeholders.
- Build positive working relationships with organisations delivering grant-funded programmes across local communities.
- Support funded partners to understand reporting requirements, delivery expectations, outcomes and compliance responsibilities.
- Coordinate regular check-ins, progress updates and monitor conversations with funded projects.
- Identify risks, delivery issues or support needs early and work with colleagues and partners to resolve them.
- Gather evidence of impact from grant-funded programmes, including outputs, outcomes, case studies and community feedback.

Communication, Insight and Reporting

- Prepare briefings, reports, presentations and engagement summaries for senior officers, elected members, the Mayor and partners.
- Capture and analyze community feedback, themes, risks and opportunities.
- Share learning from engagement activity across HEYCA and partner organisations.
- Ensure communication with communities is clear, accessible and inclusive.

- Maintain accurate records of meetings, engagement activity, decisions, actions and outcomes.

General Responsibilities

- Work in line with HEYCA policies, procedures, values and standards.
- Promote equality, diversity, inclusion and fairness in all areas of work.
- Safeguard children, young people and adults at risk, following relevant policies and procedures.
- Handle information appropriately and comply with data protection requirements.
- Work flexibly, including occasional evenings or weekends where community engagement activity requires it.
- Undertake any other duties appropriate to the role and grade.

3. Key Working Relationships

Key Working Relationships

- The Mayor and Mayor's Office.
- Head of Communities, Health Integration and Wellbeing.
- Internal HEYCA teams including policy, commissioning, finance, communications, governance and evaluation.
- Local authorities across Hull and East Riding.
- NHS, Integrated Care Board, public health and work and health partners.
- VCSE organisations, community groups, residents and community leaders.
- Businesses, employers, business networks, chambers, social enterprises and anchor institutions.
- Schools, colleges, youth organisations and young people.
- Local work and health boards, community boards, forums and stakeholder groups.
- Grant-funded organisations and delivery partners.

Person Specification

Qualifications		E = Essential D = Desirable
<p>Essential</p> <ul style="list-style-type: none"> • Educated to degree level or equivalent experience in a relevant field such as community development, public policy, social policy, health, employment, skills, youth work, business engagement or related discipline. • Evidence of continued professional development. • Relevant project, programme, community development, grant management or engagement qualification or training. 		

Experience and Knowledge	Essential = E Desirable = D
<p>Experience</p> <p><u>Essential</u></p> <ul style="list-style-type: none"> • Experience of community engagement, stakeholder engagement, community development or place-based partnership working. • Experience of working with residents, community groups, voluntary sector organisations, public sector partners or businesses. • Experience of engaging with diverse communities, including groups who may face barriers to participation. • Experience of setting up, supporting or coordinating boards, forums, networks or partnership groups. • Experience of developing action plans, delivery plans, engagement plans or project plans. 	

- Experience of managing projects or programmes involving multiple stakeholders.
- Experience of supporting funding, grants, community investment or commissioned delivery activity.
- Experience of monitoring activity, gathering evidence of impact and producing reports.
- Experience of business engagement or employer partnership working.
- Experience of working with grant-funded organisations to monitor delivery and impact.

Knowledge

Essential

- Understanding of community development principles and the importance of lived experience in shaping policy and delivery.
- Understanding of issues affecting local communities, such as health inequalities, employment barriers, youth opportunity, skills, poverty, wellbeing, social isolation or access to services.
- Understanding equality, diversity and inclusion in community engagement.

Desirable

- Understanding of local government, combined authorities, devolution or Mayoral priorities.
- Knowledge of work and health, employability, skills, youth engagement or wellbeing programmes.

Programme, Project and Grant Management

Essential

- Strong organisational skills, with the ability to manage multiple priorities, deadlines and relationships.
- Ability to manage funding information, monitoring returns, records and reports accurately.
- Ability to identify risks, escalate issues and support problem-solving with partners.
- Ability to contribute to governance, reporting, assessment and moderation processes for community funding

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Partnership and Stakeholder Management

Essential

- Ability to build trust and credibility with a wide range of communities, partners and stakeholders.
- Strong facilitation skills, including the ability to run meetings, workshops, listening events and community conversations.
- Ability to work collaboratively across organisations, sectors and communities.
- Ability to engage confidently with businesses, employers and community partners.

Performance, Insight and Communication

Essential

- Ability to analyse feedback and turn community insight into practical recommendations.
- Ability to write clearly for different audiences, including communities, senior leaders, partners and governance boards.
- Ability to prepare briefings, reports, presentations, case studies and evaluation summaries.
- Ability to use digital tools and systems to record engagement activities, manage information and prepare reports.

Leadership and Personal Attributes

Essential

- Approachable, empathetic and community focused.
- Confident engaging with people from different backgrounds and experiences.
- Practical, solutions-focused and able to turn ideas into action.
- Politically aware and able to work sensitively in a Mayoral and public sector environment.
- Resilient, flexible and comfortable working in complex community settings.
- Committed to improving outcomes for people and places across the HEYCA area.
- Able to work flexibly, including occasional evenings and weekends.

Note: This Job Description is not exhaustive, and employees will be expected to undertake other responsibilities commensurate with the seniority of the post.