



City of Westminster

Communications and Engagement Coordinator

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| What we value at Westminster | <p>Westminster City Council believes in creating a fairer Westminster, putting residents first. We will put residents at the heart of our decisions, and campaign for a government that is on their side.</p> <p>We work together to adapt to the changing needs of our communities – resulting in a dynamic atmosphere where ambition, diversity and creativity are celebrated.</p> |
| Our culture | <p>At Westminster we have a culture of openness, transparency, and integrity – where everyone has the opportunity to thrive and develop to be the very best.</p> <p>The Westminster Way is the council’s commitment to our staff and is underpinned by three pillars:</p> <ul style="list-style-type: none">• Personal development: Everyone has talent. We want everyone to thrive at Westminster and so we take the time to nurture talent – coaching and mentoring our people to be the very best.• Value our people and diversity: Everyone is valued. We embrace our differences, to bring new perspectives to the future challenges of our city.• The Westminster Way of working: Everyone is a leader. At Westminster we encourage everyone to develop themselves to have a growth mindset and an outward looking approach to provide the best service to our residents, businesses, and visitors. We champion modern and agile working and an open and transparent outlook to the way we work. <p>In order to do the very best for our communities, we believe that our workforce should be representative of the people we work on behalf of, our residents. That’s why at Westminster we celebrate and embrace our differences.</p> <p>We are passionate about creating a workplace where all can thrive, and where every single person has the opportunity to develop, grow and to be valued for their contribution.</p> |
| Portfolio/responsibilities of this role | <ul style="list-style-type: none">• To support a portfolio of community engagement activity to deliver this scope including consultation, peer research and co-production as appropriate.• To work in collaboration with specialist community engagement organisations to deliver programmes of work at local levels. |

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| | <ul style="list-style-type: none"> • To commission and manage specialist organisations to deliver programmes of work at local levels. • To build and maintain positive relationships with the full range of local stakeholders. • To ensure that all community development activity undertaken is culturally aware and both reflective and responsive to the needs of diverse communities. • To keep up to date with and disseminate widely emerging developments in the field of community safety. • To undertake community engagement work which is culturally aware and both reflective and responsive to the needs of diverse communities. • To work in and engage others in an assets-based approach. • To support the creation and delivery of community related information that provides a constantly emerging picture • To clerk community meetings. • To oversee the work of locally recruited community connectors. • To provide written and verbal progress reports as required. <p>The Regeneration & Development Department operates across four distinct stages within the project cycle:</p> <ul style="list-style-type: none"> • Preparation, Brief, Design & Planning • Procurement • Technical Design & Construction • Handover & Aftercare <p>It is your responsibility to interpret your role across and at each of these stages complete with a full understanding of the workflows and interdependency of various teams within the department to ensure your overriding responsibilities are met.</p> <p>Budget Responsibilities -</p> <p>Staffing £0</p> <p>Procurement £0</p> <p>Other £0</p> |
| <p>What do we expect this role to achieve?</p> | <p>Manage and organise effective provision of a service through specific projects, contract management and day-to-day coordination of local community resources to contribute to delivery of the council’s objectives and priorities.</p> <p>Understand and demonstrate the council’s values and behaviours, working collaboratively with colleagues, partners, and other stakeholders to help build a sustainable highly effective organisation and develop our reputation as a successful council delivering great value for its residents.</p> |
| <p>Band/Salary range</p> | <p>Band 3</p> |

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| Work style | Agile |
| Your manager & team | Reports to: Communications & Engagement Manager |
| | Direct Reports: 0 |
| Experience | <ul style="list-style-type: none"> • Experience on having worked on large scale community engagement or development programmes. • Experience of effective commissioning and managing external organisations. • Experience of management of budgets. • Experience of contributing to a wide range of community engagement approaches. |
| Skills | <ul style="list-style-type: none"> • Current, up to date knowledge of approaches within community development at national and international levels. • The ability to relate with and inspire trust across a wide range of people. • Experience of engaging and working proactively and collaboratively with a wide range of stakeholders to facilitate change. • Experience of commissioning or procuring services from a wide range of organisations. • The skills to engage with culturally diverse communities. • Excellent interpersonal skills and an ability to communicate clearly and accurately to a wide variety of audiences, verbally, in writing and digitally. • Clear understanding and commitment to equality and diversity • Ability to work collaboratively and within networks. • Ability to direct colleagues to carry out specific tasks and to manage casual staff. • Willingness and ability to work out of normal office hours as the role requires. • Ability to work collaboratively and within networks. • Willingness and ability to work out of normal office hours as the role requires. |
| | <p>Qualifications</p> <p>N/A</p> |
| Corporate standards | <ul style="list-style-type: none"> • Resources / Financial management We expect you to manage delegated budgets, funding, and resources in line with our processes and our Westminster Way. • Values and behaviours |

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| | <p>Our values and behaviours are at the heart of everything we do. We expect you to work in this Westminster Way empowering, engaging, and encouraging your teammates to deliver our corporate vision.</p> <ul style="list-style-type: none"> • Compliance We expect you to ensure legal, regulatory and policy compliance in area of your specialism, identifying opportunities and risks and escalate/report where appropriate. • Equality and diversity We value equality and diversity as a City Council, and we want you to support and promote this in your day-to-day work. |
| <p>Additional values and behaviours for Managers</p> | <p>People and Service Management</p> <ul style="list-style-type: none"> • Role model the Westminster Way: <ul style="list-style-type: none"> ○ Demonstrate inclusive leadership ○ Take the lead in driving initiatives ○ Be proactive in being forward and outward looking, by regularly investing in own development. • Driving forward performance by empowering staff to take the lead. Setting high standards, encouraging improvement and innovation. Supporting the team to achieve by adopting a coaching style of management. • Having regular employee led conversations to develop our people – creating a safe environment for learning, taking time to understand their strengths and motivations, stretching them and coaching them to achieve. • Managing budgets responsibly – planning, monitoring, and adapting budgets to respond to changing priorities. • Delivering the Medium-Term Plan. • Working within the democratic framework - understanding the democratic process and its role in public organisations, anticipating Member needs, and responding to their feedback. |