

Role Profile

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| Job Title: | Prevention and Partnerships Officer (Programme Delivery) |
| Location: | Colindale / Hybrid working (1–2 days office/community) |
| Department: | Communities, Prevention and Technology |
| Directorate: | Communities, Adults and Health |
| Grade: | Grade I (£34,884 – £38,883) |
| Type of Working: | Hybrid Working |
| Reports to: | Commissioning and Market Development Lead |

1. Job Purpose:

To lead the coordination and delivery of the Council's Crisis and Resilience Fund, ensuring effective partnership working and high-quality support that improves residents' financial and social resilience.

To work collaboratively across the Council and with partners to maximise the impact of preventative and early intervention activity.

To deliver key workstreams that support demand management, including improving outcomes for residents awaiting access to statutory services.

2. Key accountabilities:

- **Programme Leadership & Coordination**
 - Lead delivery of the Crisis and Resilience Fund (CRF) work programme, ensuring effective planning, coordination and delivery.
 - Coordinate a programme of activity focused on prevention, early intervention and crisis response for residents in Barnet
 - Monitor progress, identify risks and issues, and take corrective action to ensure delivery.
 - Collect, analyse and report on performance and outcomes to inform decision making and service improvement.
- **Partnership Working & Stakeholder Engagement**
 - Work closely with, and ensure effective partnership working across internal services, voluntary and community sector organisations, and other partners to bolster the local-level landscape of support and increase collaboration between the VCSE sector and council services.
 - Work with senior stakeholders, including Members, to ensure effective programme oversight and delivery.
 - Act as a key liaison between commissioning, providers and operational teams.
 - Facilitate collaboration to strengthen local support systems and avoid duplication.

- **Service Development & Improvement**
 - Identify gaps, emerging needs and opportunities across prevention and resilience services.
 - Support development of new initiatives, pathways and approaches.
 - Contribute to strategy, policy and service design relating to prevention and demand management.
 - Undertake research, best practice and horizon scanning to ensure that interventions are evidence based and appropriately targeted
 - Oversee programme activity to support 'waiting well' objectives, to reduce demand on adult social care, promote independence, and improve outcomes for residents awaiting assessment or ongoing support.

 - **Information, Guidance & Resident Support**
 - Oversee effective resident-facing communication to increase the visibility of the CRF and of the council's work to build individual and community resilience
 - Develop and coordinate clear, accessible information and resources for residents, staff and partners. Develop pathways and materials to ensure that residents can access a wide range of consistent support options as they access to crisis payments and financial resilience support
 - Ensure consistent messaging and clear pathways to support services.
 - Support a strengths-based approach that promotes independence and community assets.
 - Support activity to improve outcomes for residents awaiting statutory services ("waiting well").

 - **Fund Management & Oversight**
 - Coordinate allocation and monitoring of grant funding, including oversight of provider spend to ensure value for money.
 - Maintain oversight of provider delivery, outputs and outcomes.
 - Produce regular reports on fund utilisation, impact and emerging need.
 - Work with finance and commissioning colleagues to ensure governance and compliance.

 - **Programme Coordination Activities**
 - Act as a central coordination point for fund management, reporting, stakeholder engagement and provider oversight.
 - Convene partners and programmes to improve coordination across financial resilience and prevention activity.
 - Support effective resident-facing communications to improve awareness of available support.
- 3. Financial Responsibilities:**
- Oversight and monitoring of Crisis and Resilience Fund grant funding.
 - Support financial monitoring, reporting and value for money assessments.
 - Oversee financial monitoring and ensure value for money
 - Contribute to funding recommendations and allocation decisions
 - Support with making payments to organisations in receipt of the grant
- 4. Health and Safety Responsibilities (choose one option):**
- As an employee of the London Borough of Barnet, you are required to:
- Abide by Barnet's health and safety policy and associated arrangements
 - Complete mandatory health and safety training

Caring for people, our places and the planet

- Follow safe systems of work and use devices/guards provided for safety.
- Wear/use personal protection equipment where issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing

5. **Promotion of Corporate Values**

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / **L**earning to Improve / **I**nclusive / **C**ollaboration

6. **Flexibility**

In order to deliver the service effectively, a degree of flexibility is needed, and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

7. **The Council's Commitment to Equality**

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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| Criteria | Essential/Desirable | Assessed by: |
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| Professional Membership/Qualification | | |
| Degree level qualification or equivalent experience | Essential | Application/Interview |
| Experience & Knowledge | | |
| Experience of managing projects and/or programmes | Essential | Application/Interview |
| Experience of working in local government, voluntary & community sector, or similar environment | Essential | Application/Interview |
| Experience of grant management, commissioning, or funding programmes | Desirable | Application/Interview |
| Experience of partnership working across organisations | Essential | Application/Interview |
| Understanding of prevention, early intervention and strengths-based approaches | Essential | Application / Interview |
| Skill & Ability | | |
| Planning and organisational skills: <ul style="list-style-type: none"> • Excellent planning and organisational skills, with the ability to manage and complex and varied workload, balancing competing priorities and delivering to tight timescales • Ability to use project / programme management approaches to coordinate multiple workstreams, ensuring clear milestones, accountability, and delivery against objectives • Strong attention to detail | Essential | Application/Interview |

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| <ul style="list-style-type: none"> Ability to identify, assess and manage risks and issues | | |
| <p>Communication and influencing skills</p> <ul style="list-style-type: none"> Excellent written and verbal communication skills, with the ability to present complex information clearly and effectively to a wide range of audiences. Strong influencing skills, with the ability to engage stakeholders, build consensus, and support the adoption of new approaches and ways of working. Ability to tailor communication style to different audiences, including senior leaders, partners, providers, and residents Understanding of working in a political environment | Essential | Application/Interview |
| <p>Service Improvement and Delivery</p> <ul style="list-style-type: none"> Ability to support service improvement and change, identifying gaps and implementing practical solutions. Comfortable working in a fast-paced environment, managing complex work and tight timescales. | Essential | Application/Interview |
| <p>Insight and data</p> <ul style="list-style-type: none"> Ability to analyse data and use insight to inform decisions Ability to monitor and analyse spend, and provide proportionate financial oversight of funded providers to ensure value for money and appropriate use of public funds | Desirable | Application/Interview |
| Values & Behaviours | | |
| Caring | | |
| Integrity- I work with candidates and colleagues in a way that builds trust. | Essential | Application/Interview |
| Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt | Essential | Application/Interview |
| Learning to Improve | | |
| Insight- I regularly rely on evidence and professional standards to support my work and decision making. | Essential | Application/Interview |
| Agile- I am fully empowered to act within the scope of my role | Essential | Application/Interview |

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| Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can | Essential | Application/Interview |
| Inclusive | | |
| Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding | Essential | Application/Interview |
| Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others | Essential | Application/Interview |
| Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do. | Essential | Application/Interview |
| Collaborative | | |
| One Team – I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others | Essential | Application/Interview |
| Accountable – I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet | Essential | Application/Interview |
| Outcomes Focused – I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards | Essential | Application/Interview |