

Job Description: Community Resilience Officer

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| Salary scale: | £25,500 per annum |
| Contract: | Permanent contract, pending completion of 6-month probationary period |
| Hours: | Full-time position – 36 hours per week |
| Annual leave: | 25 days per year + bank holidays |
| Time off in lieu: | Equivalent time off is given in lieu of any directed evening or weekend work. |
| Pension: | The post is pensionable, to which GRCC contributes 7.125% |
| Location: | Based at Community House, 15 College Green, Gloucester GL1 2LZ. The post holder will be required to travel to meetings countywide |
| Responsible to: | Community Development Team Manager |
| Other information: | |
| CLOSING DATE: | 10a.m. on Monday, 30 June 2025 |
| INTERVIEW DATES: | Monday, 7 July or Tuesday, 8 July 2025 |

Job Purpose

1. To improve community resilience in Gloucestershire in order that communities can respond to emergency situations, e.g., flooding and other climate events / emergencies.
2. To work with communities, town and parish councils, Voluntary, Community & Social Enterprise sector, and community organisations to support climate and environment-related work.

Responsibilities

Main activities and responsibilities

1. Planning effective engagement with town and parish councils and communities to support them to develop their community led planning: Community Emergency Plans, Community Climate Change Action Plan Toolkits and facilitate consultation events and meetings
2. To lead, deliver and develop volunteer led solutions to resilience planning including Flood warden programmes, in partnership with local district councils in Gloucestershire; including recruitment, training and support of volunteer Flood

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wardens. Build relationships & work strategically with national and local stakeholders and other partners to support this work.

3. To provide practical support and development opportunities to town and parish councils and communities by:
 - Producing resources and delivering training and learning opportunities around community resilience, emergency planning, climate and environment-related and volunteer recruitment and management work

Other responsibilities

- To be an active member of the Community Development Team and share knowledge and information with colleagues
- To work with colleagues to help promote and market GRCC services
- Identify volunteer opportunities to support the delivery of GRCC services; help to recruit, train and support volunteers
- Contribute to the overall sustainability of GRCC by seeking opportunities for new projects, funding and delivery of charged for services
- To attend team meetings and other internal meetings, e.g. strategic planning
- To keep up to date with national and local changes in legislation and practice that affect community resilience, climate and environment-related work that impacts on communities and Voluntary Community & Social Enterprise sector.
- To liaise with statutory organisations and partners and influence and advocate for support to be available for communities around community resilience
- To monitor all work using internal IT systems, providing reports as necessary and regularly keep line manager up to date with progress through supervision and annual appraisal

Additional notes:

- This job description outlines your main tasks and responsibilities but you may be asked to undertake further duties when necessary
- Evening and weekend work will be required for this role for which equal time off in lieu under a 'TOIL' system is allowed
- You will be required to travel countywide and occasionally outside the county to deliver your work. The occasional overnight stay maybe required
- Continued professional development will be delivered by learning new skills and taking on new and unfamiliar tasks
- The ability to travel independently e.g., full, clean driving licence with access to a vehicle is required

Person Specification: Community Resilience Officer

Qualifications

Essential:

- Educated to degree level, or equivalent experience in environment / emergency planning

Experience

Essential:

- Experience of working with communities in areas related to environment and resilience
- Working with the public
- Working with a diverse range of voluntary, community, and social enterprise organisations and / or communities
- Experience of good customer relations
- Excellent oral and written skills

Desirable:

- Management of volunteers or volunteering projects
- Public speaking
- Knowledge of rural issues
- Knowledge of effective community consultation
- Successful partnership working

Knowledge and Skills

Essential:

- Excellent communication skills, including presentation skills
- Excellent IT knowledge and skills
- Excellent research skills
- Ability to take the initiative and work independently
- Ability to work to deadlines and under pressure
- Ability to use video conferencing platforms

Desirable:

- Knowledge of Gloucestershire

Personal qualities

Essential:

- Enjoys working with people
- Adaptable with a 'can do' attitude
- Attention to detail
- Professional manner
- Team worker, but also able to work under own initiative

Other

- The ability to attend and travel to evening and weekend meetings with communities as required is an essential requirement of this post

About GRCC and the Community Development Team

GRCC is a charitable company with a 100-year history and an exciting future. The need for community-based initiatives to increase their resilience is growing, and GRCC aspires to be at the heart of innovations combining public, private and voluntary, community and social enterprise organisations.

The Community Development Team consists of two full-time and two part-time staff members who work together to inspire, support and develop community action with communities in Gloucestershire. No day is ever the same! We work locally with a wide range of communities, parish and town councils, voluntary, community and social enterprise organisations and colleagues from both local and national private and public sector organisations.

We are an organisation with an appetite for change – both around us, and within our team – and we are looking for a new colleague with that entrepreneurial, can-do attitude to play an active role in that journey.

If you would like to have an informal chat about the role please do get in contact with Angela Gilbert, Community Development Team Manager angelag@grcc.org.uk