

Lancaster City Council - Job Description & Person Specification

Job Title:	Community Projects Officer	Grade:	GG57	Job Code:	LCC931
Service/Team:	Strategic Partnerships and Healthy Communities	Role Type: *Delete as appropriate	HYBRID 3 years full time (subject to funding)	Reports to: *Title & LCC Code	Healthy Communities Lead Officer
Line Managers: *Title/s & LCC Code	n/a				

Job Overview
Holiday Activities and Food Programme: To manage the delivery of the Holiday Activities and Food Programme (2026-2028) and ensure the successful delivery of the programme's objectives. Strategic Partnerships and Healthy Communities: To provide support and expertise to the Strategic Partnerships and Healthy Communities Team as the service expands.
Direct Responsibilities
Project Management – Holiday Activities and Food Programme (2026-2028) 1. Manage the day-to-day operation of the Holiday Activities and Food Programme in accordance with funding agreements with Lancashire County Council 2. Act as the lead officer during core holiday periods over Easter, Summer and Christmas holidays. 3. Act as the first point of contact at Lancaster City Council for all purposes in connection with the Programme 4. Provide effective liaison between delivery partners, in respect of the Programme 5. Ensure that the Programme is carried out and operated in a manner consistent with its objectives 6. Administer all contracts for the delivery of the Programme 7. Liaise, as appropriate, with the Project Board and other statutory bodies to ensure the required permissions and consents are in place to deliver the Programme 8. Monitor Project spend and performance ensuring high standards and accountability 9. Engage with service providers (10-20 in different holiday periods) in order to; manage performance, build trust and support delivery where appropriate Quality Assurance and Engagement - Holiday Activities and Food Programme (2026-2028) 1. Carry out quality assurance checks with all providers of the Holiday Activities and Food Programme to ensure high standards 2. Implement the use of quality assurance templates with clear criteria to monitor performance. Report the outcomes of quality assurance checks and problem solve areas of underperformance. 3. Co-ordinate around 20 quality assurance checks per year with providers ensuring time management is in place, particularly in the holiday periods where more administrative tasks need to be complete

Lancaster City Council - Job Description & Person Specification

Safeguarding – Holiday Activities and Food Programme (2026-2028)

1. Act as the lead officer to ensure the highest standards of safeguarding with all service providers. Carry out site visits and safeguarding checks to ensure appropriate standards are in place.

Communications - Holiday Activities and Food Programme (2026-2028)

1. Design and implement an effective Communications Plan to raise awareness of the fund and increase participation
2. Promote success stories and case studies because of the delivery of objectives

Targeted Development - Holiday Activities and Food Programme (2026-2028)

1. Identify new areas of development for the fund to achieve strategic objectives and ensure delivery is not limited to a transactional process
2. Analyse data and create a forward plan for how the fund can deliver new objectives relating to SEND provision, and geographical and demographic representation
3. Explore where the fund can be joined up with other programmes for added value and/or where match funding can be utilised

Strategic Partnerships and Healthy Communities

1. Design and co-ordinate the delivery of a Community and Stakeholder Engagement Plan with colleagues, for defined Healthy Community Strategic Priorities
2. Record data and insights from community and stakeholder engagement via existing programmes including the Place Universal Officer, in order to develop a Healthy Communities Strategy and set of community priorities for Healthy Living
3. Provide support and expertise to the Community Development Officer, pilot new projects whilst developing the exiting programme of work.
4. Provide strategic support and insight to developing priorities within the Strategic Partnerships and Healthy Communities Team
5. Support the co-ordination of Community Projects including the Place Universal Offer and Neighbourhood Health

Funding and Partnerships

1. Support the Project Management of Accountable Body responsibilities of funding programmes including Pride in Place and VCFSE funding agreements. This will involve stakeholder management and regular communication with the council's legal and finance teams.

Primary Measurable Objectives

- 1) Project Manage the Holiday Activities and Food Programme in the first year of the programme.
- 2) Prepare, plan and deliver the 3 year Holiday Activity Fund Programme over the 3 years. Ensure the delivery of agreed Holiday Activities and Food Programme Objectives.
- 3) Carry out up to 20 Quality Assurance checks per year and report outcomes
- 4) Design and implement an effective Communications Plan to increase participation, raise awareness and celebrate successes

Lancaster City Council - Job Description & Person Specification

- 5) Identify and implement effective areas of development for the fund with a focus on SEND provision and age and geographical representation
- 6) Meet with VCFSE funding recipients and report back findings on delivery and sector intelligence moving into Local Government Reorganisation.
- 7) Support the delivery of Community Engagement in the form of events, workshops and community conversations with VCFSE partners.
- 8) Record data and community insights for a Healthy Communities Strategy

Staff Management Responsibilities

No Line Management or Supervisory Responsibility required. However, the role may delegate work and check on completeness with colleagues where appropriate.

Lancaster City Council - Job Description & Person Specification

Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
Specialised Qualifications & Training		Project Management and/or Business Administration qualifications at Grade 2 or above	App Form, Interview, Certificate
Experience	Experience of grant funding and the co-ordination of fund programmes is essential	Experience of working with the VCFSE sector Experience of partnership development and stakeholder management Experience of project management and co-ordinating fund programmes	App Form, Interview
Job Related Skills, Knowledge & Abilities	Multi-agency working Co-ordination of tasks and processes	Relationship Building and Stakeholder Management Project Management	App Form, Interview
Personal Attributes Including Interpersonal & Communication Skills	Attention to detail Communication Skills	Ability to prioritise workloads Time Management skills	App Form, Interview
Special Requirements/Other	N/A		App Form, Interview

Lancaster City Council - Job Description & Person Specification

Additional information

Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

Employee Signature:		Print name:		Date:	
Manager Signature:		Print name:		Date:	