

## Job Description

Role	<b>Community Development Lead</b>  This role will be dedicated to the new community at Waterbeach
Hours	9am – 5.30pm, with requirements to work outside of these hours to support community events and activities
Type	Permanent
Reporting to	Communities, Communications and Partnerships Lead at Waterbeach

### Role Purpose

The purpose of this 10 year post is to support new residents moving into the development and encourage local community activity. It will deliver a positive, proactive and inclusive approach to supporting the new community at Waterbeach, as part of our commitment to building strong and sustainable communities. The purpose of the post is to support an active, empowered and cohesive community by:

- ensuring residents are involved in and shaping the development;
- forging connections and social networks between new residents and neighbouring communities;
- evolving events, activities and sustainable initiatives to deliver this, and;
- providing the business and our partners with insight and intelligence into the make-up of the new community

The role works extensively with residents and with a range of local partners, including but not limited to South Cambridgeshire District Council and Cambridgeshire County Council, both within the development and across the local area. It also works closely with the Community Development Leads for Alconbury Weald and Wintringham - Urban&Civic's other Cambridgeshire developments – and will work closely with similar roles within new developments across the County.

## Background to Waterbeach

The former Barracks and Airfield at Waterbeach is being transformed into a new community of 6,500 homes, 5 new schools, 250 acres of parks and green spaces, a town centre with shops, amenities, health centre and sports facilities, and a sustainable travel hub connecting over 40 kms of on site and off-site cycle ways and an extensive public transport and active travel network. All of this is centred around an extraordinary 23-acre lake and extensive woodlands and species rich grasslands which are a key part of the vision for this nature-led and sustainable new community.

Urban&Civic have been working with local partners and local communities to pull together and then deliver the vision for this exemplar development, and we now want to expand the Communities team, with a Community Development lead who will support the new community as it starts to grow. With first residents moving in from Spring 2023, this role will work with the U&C project team, with local partners and housebuilders, and alongside the wider Communities team and Partnerships with our neighbouring communities.



## Main Duties

- Develop an annual plan for community engagement on site, working with colleagues and the new community. This will be developed with support from a wider partnership of a Strategic Communities Group, and signed off by its Steering Group.
- Work with colleagues, partners, and residents to deliver a programme of resident participation events on site, which explore key focus areas including health and wellbeing, nature and sustainability, heritage, and economic resilience.
- Implement inclusive community engagement activities in partnership with local residents, council officers, and other agencies.
- Be responsible for co-ordinating community projects and support partners and the new community to deliver their own projects – including the development of a volunteer base.
- Support and encourage the development of social networks to enable residents to become engaged and involved in their growing community and help shape the future community governance approach.
- Facilitate discussion and co-ordinate engagement between residents and the wider project team to support the roll out of future stages of development, services, and amenities.
- Work with housebuilders to facilitate a positive experience for residents joining and being part of the new community – exchanging information and intelligence gathered during the course of the role.
- Work with local communities around the site to support connections between the new and existing residents and to deliver on the Urban&Civic commitment to ensure development minimises local impacts and maximises opportunities and benefits.
- Work with the Travel Plan co-ordinator to promote active travel opportunities and incentives, as part of both travel plan commitments and health and wellbeing agenda.
- Develop processes for ensuring that, wherever possible, all community engagement projects/initiatives are managed and delivered in an inclusive manner – striving for wide and representative engagement.
- Gather information from residents which will highlight trends and key characteristics to inform events and activities, and ongoing communications, and respond proactively to address issues which emerge.
- Support wider local and U&C sustainability initiatives around caring for the natural environment, efficient use of energy and water resources, and low carbon living.
- Work with the Communities, Communications and Partnerships lead to produce regular communications and resident updates, including newsletter and updating social media channels and digital platforms.
- Work with the support and challenge of a Strategic Communities Partnership Group, with a Steering Group formed by South Cambridgeshire District Council, Cambridgeshire County Council and Urban&Civic.
- Support the facilitation of the Waterbeach Community Forum and work with District Council officers to provide up to date and timely information about progress on the development.
- Coordinate the receipt and payment of a community grants fund which will be available to new Waterbeach residents for the purposes of seeding local community groups.

Work with counterparts on the adjacent development to build a cohesive community.

**Note: there may be a requirement from time to time to undertake other duties and perform other roles.**

## Requirements

### *Knowledge & Experience*

- An understanding of community engagement, development and public service delivery;
- Experience of working within the voluntary sector, local authority, community groups or a similar setting;
- Experience of working directly with people and organising events that bring people together;
- Understanding of different cultures, needs and backgrounds within a diverse community;
- Experience of outputs and outcomes based reporting;
- Understanding of the local area, local partners and communities would be useful;
- English and Maths at a minimum of Grade C.

### *Skills and Abilities*

- Strong team player;
- Strong communication skills;
- Able to adapt to work with different groups of people in a variety of contexts;
- Able to work flexibly, identifying needs and responding appropriately;
- Able to work confidently with people; manage challenging behaviour, set expectations and boundaries;
- Able to use own initiative / work independently;
- Confident in the collection, analysis and sharing of data.

## The Application Process

**STAGE ONE:** submit CV and cover letter to [careers@urbanandcivic.com](mailto:careers@urbanandcivic.com)

**STAGE TWO:** Interview (Online via Teams)

- If successful at stage one, candidates will be invited back to participate in a 45-minute informal interview with the hiring manager and Regional Director to discuss the role and application.

**STAGE THREE:** Interview (Face to face)

- If successful at stage two, candidates will be invited to the Urban&Civic office at Waterbeach for a face-to-face interview lasting no more than 90 minutes, with an opportunity to see the development.

All candidates are assessed against the Job Description and person specification attached. Feedback will be available for all candidates at all stages.

The closing date for this vacancy is 5pm on **Friday 11 November 2022**.

More information on careers at Urban&Civic is available at [www.urbandcivic.com/contact/careers/](http://www.urbandcivic.com/contact/careers/). If you have any questions about the role, please contact [Rbritton@urbanandcivic.com](mailto:Rbritton@urbanandcivic.com). If you have a disability and require assistance in making an application or have experienced a problem while applying for this position, please contact [careers@urbanandcivic.com](mailto:careers@urbanandcivic.com).

