

Role Profile

Part A - Grade & Structure Information

Job Family Code	7PE	Role Title	Parks and Community Activation Lead
Grade	PS7	Reports to (role title)	Strategic Place Programme Lead
JE Band	228-268	Directorate / School	Adults, Wellbeing & Health Partnerships
Date Role Profile was created	Oct-26	Service / Department	ASC - Public Health
<u>Agile</u>	Community	<u>DBS Requirement</u>	Enhanced with Adults and Children

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	The Parks and Community Activation Lead will lead the delivery of Stanwell's Safer and More Welcoming Environments agenda, working with residents and a wide range of partners to address safety concerns, anti-social behaviour and barriers to using parks, green spaces and public areas. The role is focused on coordinating action across organisations, ensuring community safety is embedded within the wider place programme, and helping create environments where residents feel confident, connected and able to be active. Key outputs include building and managing effective partnerships; coordinating community safety initiatives and responses to local issues; increasing the positive use of parks and public spaces; strengthening resident engagement, reporting and confidence; supporting youth diversion and wider wellbeing initiatives; and monitoring impact through data, resident insight and programme learning. The role ultimately aims to improve perceptions of safety, increase community participation and contribute to long-term place-based change across Stanwell.
Work Context	The Parks and Community Activation Lead will operate within a highly collaborative, place-based programme environment, working across organisational boundaries to deliver the Stanwell Place Partnership's ambitions. The role is hosted by Active Surrey but relies on close partnership working with local authorities, community safety teams, Surrey Police, schools, voluntary and community organisations, housing providers, residents and other local stakeholders. Much of the work will take place within the community, including parks, community venues and neighbourhood settings, requiring the postholder to build trusted relationships, facilitate partnership activity and respond to emerging local needs and priorities. The role requires a strong degree of self-management, influencing and coordination, as many of the desired outcomes must be achieved through partnership action rather than direct service delivery. Key challenges include aligning multiple organisations around shared priorities, addressing complex issues such as perceptions of safety and anti-social behaviour, and balancing strategic programme development with operational delivery and community engagement. The postholder will work with a high degree of autonomy while receiving strategic direction through programme governance arrangements and line management processes. Regular contact will be required with senior stakeholders, delivery partners, elected representatives, residents and community groups, making excellent communication, facilitation and relationship-management skills essential.

Line management responsibility if applicable	None
Budget responsibility if applicable	Indirect: advising and recommending cross-team budget spend.
Representative Accountabilities Typical accountabilities in roles at this level in this job family	Service Development • Manage the daily running of a customer facing service to ensure a high level of customer satisfaction. • Review and make recommendations for the improvement of relevant business processes and practices. Planning & Organising • Assist in development and project work, and working with other staff to provide information and feedback. Analysis, Reporting & Documentation • Maintain specialist archives or records relevant to the service area. • Provide advice and support to projects using specialist knowledge. Finance/Resource Management • Maintain relevant accounts as part of the day to day running of the service. Work with others • Liaise, communicate and work in partnership with other internal departments, partner organisations, the community and volunteers. People Management • May coordinate, supervise and guide team members. Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To work alongside colleagues in the maintenance of a safe working environment reporting incidents, accidents, repairs and maintenance promptly and taking appropriate action as required. Adherence to safe working under the health and safety policy is required. To have regard to and comply with safeguarding policy and procedure as appropriate.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Vocational Qualifications Level 3/4 or equivalent in relevant field with practical knowledge of the service area, or equivalent experience. • For some roles a relevant degree may be required. • Understanding of relevant contextual legislation, processes and procedures relating to the service. • Ability to provide advice to members of the public and colleagues on specialist areas relevant to the role. • Good knowledge of basic IT software packages. • Sound knowledge of how to provide excellent customer care. • Effective written and oral communication and interpersonal skills able to build relationships with a range of stakeholders. • Problem solving skills or ability to undertake process or practice improvement with minimal support. • Ability to supervise others and work effectively as part of a team. • Ability to manage discrete projects or implement service improvements.

Details of the specific qualifications and/or experience if required for the role in line with the above description	Educated to degree level, or able to demonstrate equivalent relevant experience, in a field such as community development, community safety, public health, sport and physical activity, regeneration, youth work, partnership working or a related discipline. Proven experience of leading or coordinating multi-agency partnerships, managing projects and programmes, engaging communities, and delivering outcomes through influence rather than direct line management is essential. Satisfactory DBS clearance is required due to the community-facing nature of the role and the potential for engagement with children, young people and vulnerable adults. Willingness and ability to travel across Surrey and the local area to meet the demands of the role, including attendance at community events, site visits and partner meetings, and to attend scheduled evening and occasional weekend meetings where required. The post holder will be expected to work independently, exercise sound judgement and represent the programme with a wide range of stakeholders. The role is not considered politically restricted.
Role Summary	Roles at this level provide a practical front line support service in a specialist area working as necessary with volunteers, community, professional groups and local organisations to ensure provision of a service. They may supervise a team and manage delivery in their own service area or hold knowledge used to provide a specialist service to the public with in-depth knowledge and understanding of a particular functional area. Planning and organising is a key element, mainly in terms of planning own time, planning and prioritising for the weeks ahead. Although most work will follow established patterns, initiative is needed to resolve problems and queries based on experience and judgement, mainly without reference to others, but with access to clear guidance.
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