



Role Description and Employee Specification

Job Title:	Community Wellbeing Officer – Community Safety and Safeguarding	Location:	Cirencester
Department:	Community Wellbeing	Service:	Economic Development and Communities
Reports to:	Community Wellbeing Manager	Working Hours:	37
Salary:	£40,942 to £42,003	Peer Group:	PGI9
Business World Post Number:		Job Group:	Level 2 Specialist
Contract Type:	Fixed Term until 31 st March 2028	Direct Reports:	None

Overall purpose of the Post:	• Support the Community Wellbeing Manager and contribute to achieving the Council's corporate priorities to improve community wellbeing • Support strong community engagement and collaboration across the locality using strengths-based approaches, so that communities understand the capabilities and assets that already exist • This role will develop, deliver or support projects/initiatives and work in partnership with communities, organisations and other local stakeholders on specific wellbeing topics as follows (these might change in line with the Council's priorities and identified need). • Work with partners to deliver the Cotswold Community Safety Partnership Action Plan • Support the operation of the partnership • Represent the CCSP and the Council within countywide community safety related workstreams • Triage safeguarding referrals
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	• Support the District Safeguarding Lead and Deputy in setting up and promoting systems and learnings to ensure a robust understanding and approach to safeguarding
Key Tasks and Responsibilities:	• Support and develop strong and effective working arrangements with local communities, public sector partners and the voluntary sector - as well as other Council services – to tackle wellbeing needs and issues • Grow and maintain positive working relationships with the local VCSE sector as well as other organisations/agencies • Work with communities and the statutory and voluntary sectors to enable local people to have easy and equitable access to opportunities and services which help maintain and improve wellbeing • Support local community capacity building to build increased self-reliance from individuals and communities • Represent the Council on external bodies, at agreed partnership meetings and forums • Support the Community Wellbeing Manager by keeping up to date on the locality through regular briefings; and by preparing and presenting reports as required • Share learning and best practice in topics that are relevant to the role • Use detailed, technical knowledge within the subject matter to objectively analyse situations and make decisions that meet the needs of all stakeholders with limited guidance and direction • Working in a multi-disciplinary team on technical cases and projects to a highly efficient and effective standard • Work with the communications team to develop effective local messaging, especially using social media. • Be responsible for small projects or input into large projects • Maintain a detailed understanding of appropriate legislation, policy, procedure and guidelines and make informed assessments, advise stakeholders and take action • Act as a lead technical advisor within the relevant subject matter • Carry out duties with discretion, integrity and maintain confidentiality • Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes • Ensure that issues and problems are effectively mitigated and solutions developed which meet community needs

	• Ensure all relevant customer and company information is captured and recorded accurately, and in line with data protection requirements • Understand and demonstrate commitment in delivering the key performance indicators within the function • Undertake any other duties as reasonably required to do so This role description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.
Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:	Qualifications • A qualification in relevant area of expertise, equivalent to a degree or relevant experience of five years • GCSE Maths and English or equivalent to grade C/4 or higher Knowledge and Experience • 3 years’ experience in a community wellbeing field of work • Experience and expertise in relevant topics as set out above • Using a strengths based approach to community development, with a clear understanding of asset based community development • An in-depth knowledge of the wider determinants of health • Experience of working flexibly as part of a team and collaborating with colleagues and stakeholders • Ability to remain calm and confident when dealing with challenging customers and environments • Ability to resolve complex issues by negotiation • Demonstrate commitment and resilience to succeed • Ability to work independently under pressure and within tight deadlines • Excellent written and verbal communication skill • Managing performance and delivery against agreed outcomes Skills • Partnership working to achieve a common outcome • Empathetic with excellent interpersonal skills, including motivation, negotiation, persuasion, diplomacy and reassurance • Approachable and able to interact sympathetically with people from all backgrounds

	● A highly effective communicator across the full range of audiences and channels ● Can demonstrate a track record mobilising, motivating, developing and inspiring individuals and groups ● Able to build and maintain relationships and networks both within and external to the Council ● Competent using a range of technology and software, including Microsoft and Google suite ● Is customer focussed, responsive, and co-operative Personal style ● Highly motivated with the ability to work autonomously and prioritises well to meet tight deadlines, whilst acting in a collegiate way ● Visible, approachable, and accessible ● Resilient, determined and confident
Desirable Requirements Qualifications, Skills and Abilities:	Relevant professional qualification ● Good knowledge and understanding of large public sector organisations ● Experience of operating in a politically sensitive environment and understanding and responding to the implications of working within a political and democratically accountable organisation
General Accountabilities:	Safeguarding – The Council is committed to meeting its statutory and moral duties to safeguard and promote the welfare of children, young people under 18 years of age and adults at risk who are the recipients of its services and/or activities. The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment. Work in compliance with the Codes of Conduct, Regulations and policies of the council. To support the response to a major incident, including taking up a designated role within the emergency management framework. To support the Chief Executive/Returning Officer in administering election responsibilities
Special Conditions:	You will be expected to work reasonable additional hours in line with the needs of the service.

	There may be a requirement to work at other locations to meet the needs of the business. Full UK Driving Licence. Ability to travel / access to a vehicle for work purposes. This post is politically restricted in accordance with the Local Government and Housing Act 1989 Standard DBS check required		
Date Reviewed:	July 2026	Reviewed By:	Joseph Walker
Checked by HRBP	July 2026	Date of Issue:	