

Community Broker

Role: The post holder will play a pivotal role in delivering the council's policy on community asset transfers (CAT). This will involve being a broker between the council and community organisation to progress CAT to the requirements of both parties. Therefore, a key task will be to work with the community organisation at different steps and stages to ensure they are ready for the CAT and produce a quality business case for the council to consider.

Activity:

To consider assets (buildings and land) suitable for a community transfer and present as an option to the CAT board.

To respond to queries from the public and council members on an asset of interest for a CAT, and investigate if feasible in liaising with colleagues at the council to check the viability of an asset for CAT (including planning, property and finance).

Manage a mechanism for consulting services across the council on the current and future use of assets which have the potential as a CAT.

Meet with the community enterprise at different steps and stages to ensure they know the requirements of the policy and objectives of the council.

Provide advice and guidance on the community organisations' readiness as an organisation to take-on a CAT.

Provide the first response to a CAT proposal, giving advice to the community organisation on the requirements and interests of the council.

Review and make recommendations to the community organisation for improvements on their submission of expression of interest and business case.

Provide sign-posting to the community organisation of where they can access additional advice and support (though not legal signposting or advice which they need to source independently).

Manage / approve any expenditure allocated to the community group to cover their costs within the parameters of the CAT policy and agreed budget.

Work with the community enterprise and council to agree a timeline for the CAT submission and approval process, and liaise with parties to ensure the timeline is on track.

Address any tensions in the relationship between the council and the community organisation, looking at solutions that satisfy both parties.

Look to solve barriers and bottlenecks within the council that might hinder and delay the CAT, including co-ordinating and chairing internal meetings.

Be the secretariate for the CAT board, setting agendas and facilitating papers for the boards consideration; to also provide an update to the CAT board on the progress of CATs, and report outcomes of decisions to relevant community organisations.

Prepare formal governance reports with recommendations for considerations by senior officers and members.

Monitor the progress of the individual CATs after transfer and provide support if community enterprises face challenges.

Facilitate any change request the community organisations might require from the council, and aid the cessation of the CAT if that is the ultimate resolution.

Ensure council members are aware of the progress of CATs in their ward, and provide updates on CATs to senior officers and members forums.

Promote the CAT programme internally including awareness / training to officers and members, and externally through social media, media releases, and talks directly to community forums.

Experience	Essential	Desirable
In the last three years have led on community development work that facilitates support to not-for-profit organisations	x	
Providing advice and guidance to community organisations	x	
Involved in CAT projects as the broker between a community organisation and a local authority		x
Involved in the management or overseeing of property in a community setting	x	
Detailed knowledge of property management from a service view or role within the community		x
Understanding of business cases including budget and target setting	x	
Cross council working, liaising between different services in the council to broker solutions.		x
In the last year produce reports, action plans and minutes	x	
Skills		
Facilitations and negotiation skills to create consensus between parties	x	
Problem solving and finding creative ways to address a challenge	x	
Financial management including budget setting and monitoring		x
Project management, keeping schemes on time and to budget	x	
Knowledge of CAT and property issues		x
Able to communicate effectively and concisely to a range of audiences, including in reports and presentations	x	
Work well as a team member, as well as ability to work independently being responsive when making decisions	x	