

CS Local SWAW	
Role Title:	Citizen Engagement Manager for the South West
Eligibility:	<p>Substantive EO and above.</p> <p>The position is on a loan basis It is available on a full-time or part-time basis. The post will be for a period of a minimum of 12 months (subject to agreement by Civil Service Local and the applicant's home department).</p> <p>FUNDING: HOME DEPARTMENTS WILL NEED TO MEET SALARY AND EXPENSES DURING THE LOAN.</p>
Business/Function where this type of role exists:	Civil Service Local SW and Wales
Location:	The role covers the South West. The post can be based in any South West or Wales location but will involve regular trips to Bristol and Plymouth to liaise with the Civil Service Local SW and Wales team. Other travel will be involved but this will be mostly in the SW.
Context:	<p>CS Local is a cross departmental initiative and part of Cabinet Office's Strategy team.</p> <p>Our purpose is to bring together departments and agencies within each locality to deliver actions and opportunities that will bring the vision for the Civil Service - A Brilliant Civil Service - to life and encourage more of us to be part of it.</p> <p>We do this through:</p> <p>Connecting: Helping create a stronger, better connected and more flexible Civil Service through local collaboration. Build effective local networks to share resource, expertise and skills.</p> <p>Citizens: Raising aspirations and improving life chances for vulnerable citizens in our local communities. Using targeted interventions to showcase the Civil Service as a citizen focussed organisation.</p> <p>Capability: Building the capability of the Civil Service by developing the local leadership and generic skills that will help transform the organisation. Provide opportunities that strive to make the Civil Service a more diverse, inclusive and accessible employer.</p> <p>Inspiring - Championing the vision - a brilliant Civil Service and provide opportunities to demonstrate local transformation in action.</p> <p>Innovating - Encouraging an active culture of local innovation through pilots that use create solutions to improve outcomes.</p> <p>Investing - Demonstrating the value of nurturing our people to become the best they can.</p> <p>Civil Service Local in the SW and Wales has been operating for over 6 years in its current form, and has a programme of initiatives that seek</p>

	to meet the national objectives, contribute to 'A Brilliant Civil Service' and deliver objectives that meet the needs of the region.
Job Description	<p>Civil Service Local is a key route to making 'A Brilliant Civil Service' a reality by supporting the delivery of the government's aim of creating a modern and highly-skilled workforce that can deliver the efficiencies and changes required for future success.</p> <p>The Civil Service, with the support of ministers, has committed 30,000 days to support the voluntary sector. Civil Service Local is supporting departments make best use of that commitment by identifying volunteering opportunities that offer wide ranging development opportunities. This will enable staff to maximise their opportunities and help department's ensure their commitment will realise clear benefits in engagement, team building and individual development. Creating stronger links with communities directly supports the civil service's social mobility and diversity & inclusion strategies. The role will aim to ensure that staff and departments also benefit from the development that can be achieved through volunteering.</p> <p>It also offers the chance to enhance project management and networking skills across departments, to learn more about the delivery of public services and contribute to the successful delivery of products and approaches which will benefit civil servants and vulnerable citizens.</p>
Responsibilities/Tasks	<p>The Project Lead will:</p> <ol style="list-style-type: none"> 1) Be responsible for the development of a specific project or theme. This will require the engagement of stakeholders and project teams from across the Civil Service and other public sector bodies as appropriate, and interaction with customers and stakeholders from a range of organisations across the region or the country. <p>Specific elements include:</p> <ul style="list-style-type: none"> • Project scoping, development and planning • Engaging stakeholders and customers • Monitoring and review including completing performance reports and updates as required <ol style="list-style-type: none"> 2) Develop a wide range of volunteering opportunities for Civil Servants in line with A Brilliant Civil Service and Civil Service Local priorities. 3) Development and delivery via new and existing relationships to facilitate the delivery and implementation of projects across the region. 4) Promote opportunities across the region and secure volunteers to successfully deliver new projects.

	5) Agree methods to monitor the benefits of the scheme in line with Civil Service Local's objectives.
Behaviours and Core Competencies required	<p>Leading and Communicating – leading from the front and communicating with clarity, conviction and enthusiasm.</p> <ul style="list-style-type: none"> • Put forward your own views in a clear and constructive manner, choosing an appropriate communication method eg e-mail, telephone/face to face • Act in a fair and respectful way in dealing with others • Write clearly in plain, simple language <p>Collaborating and Partnering – working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders. Whilst having the confidence to challenge assumptions</p> <ul style="list-style-type: none"> • Proactively contribute to the work of the whole team • Seek help when needed in order to complete own work effectively • Be open to taking on different roles <p>Delivering at Pace – working to agreed goals and activities and dealing with challenges in a responsive and constructive way</p> <ul style="list-style-type: none"> • Work with energy and pace to get the job done • Take responsibility for the quality of own work and keep manager informed of how the work is progressing
Learning requirements	None.
More information	For more information about the roles please Nita Murphy
Application and Selection process	Applications are invited on an Expression of Interest basis. An expression of interest form is available from Nita. Applications should be sent to: Nita by close of play Friday 16 March.