

Job Description

Job Title:	Inclusive Communities Officer (Youth & Faith)
Directorate/Team:	Employment, Skills, Health and Communities – System Change and Inclusion
Location:	16 Summer Lane
Responsible to:	Strategic Lead – Inclusive Communities
Responsible for:	0
Key working relationships: (internal)	All WMCA directorates - with focus on WMCA Youth Plan activity, WMCA Engagement team and Strategy Unit; the Office of the Mayor of the West Midlands.
Key working relationships: (external)	The Young Combined Authority members, strategic youth networks and youth organisations; faith leaders and faith led organisations; Local Authorities; Ministry of Housing, Communities and Local Government; Office for Equality and Opportunity.

Purpose of the Post

This role leads two complex, high-profile agendas for WMCA: youth voice and faith engagement. The postholder will shape strategy and drive action to ensure that young people and faith communities are at the heart of regional policy and interventions. Central to implementing the WMCA Inclusive Communities Approach, this role champions community led solutions that build social cohesion and contribute to a fairer and more participatory region.

The role holder will need to foster and maintain connections across the WMCA to ensure the WMCA realises opportunities to influence and engage in policy development.

To embed the Inclusive Communities Approach across the West Midlands, ensuring that young people, faith leaders, and community voices are central to shaping inclusive policy, practice, and delivery. The postholder will champion co-designed solutions that foster social capital, cohesion, and mobility, contributing to a fairer, more participatory region.

Accountabilities

- Lead the development and delivery of WMCA's youth voice and faith engagement projects, including any commissioned activity.
- Amplify the voices of young people and faith leaders within regional decision-making, securing senior support for change and tangible impact.
- Build and maintain trusted relationships with faith communities and youth organisations and empower and manage volunteers participating through WMCA led activity.
- Convene, strengthen and facilitate networks of faith leaders and youth forums. This includes to add value to Local Authority led activity and widen participation to VCFSE led activity and seldom heard voices.
- Coordinate Mayoral visits and WMCA activity in response to faith and youth priorities.
- Horizon scan for relevant national policy, partnership and funding opportunities.
- Commissioning and managing external delivery partners for the Young Combined Authority (YCA), including evaluation.
- Contract management of external advice partners to ensure timely delivery and value for money.
- Supporting and motivating volunteers and securing senior support for change across WMCA and the business community.

Responsibilities
<p>Strategic</p> <ul style="list-style-type: none"> • Shape and influence regional policy by integrating insights from young people and faith communities into decision-making, in line with the WMCA Inclusive Communities Approach and the WMCA's engagement network. • Lead cross-sector collaboration to embed inclusive practices across public services, local authorities, and community organisations. • Represent WMCA in regional and national forums on inclusion, youth engagement, and faith-based community development. • Provide expert advice to the WMCA Mayoral Office and directorates, shaping policy and interventions that place young people and faith communities at the centre of regional decision-making. • Horizon scan for emerging policy, partnership and funding opportunities, to maximise impact and secure additional resources for the region • Work flexibly and with integrity to meet the needs of the WMCA and the System Change and Inclusion team.
<p>People</p> <ul style="list-style-type: none"> • Build and maintain trusted relationships with youth representatives, including the Young Combined Authority, ensuring their lived experiences inform programme delivery. • Support and empower faith leaders and community connectors to act as co-leaders in shaping inclusive communities • Facilitate inclusive participation across diverse groups, ensuring representation of marginalised voices in all stages of programme development. • Lead internal and external teams in co-designing and delivering inclusive engagement activities, including roundtables, launch events, and community celebrations. • Supporting members of the YCA to collaborate with senior politicians and officials. • Supporting and developing the Faith Groups to influence WMCA policy and respond to crises. • Stakeholder management, including volunteers, the residents assembly and senior leaders. • Represent WMCA in a professional manner at all times.
<p>Operational</p> <ul style="list-style-type: none"> • Coordinate delivery of inclusive community programmes, including grant-funded initiatives and pilot projects with youth and faith-based organisations • Oversee the design and dissemination of strategic reports, ensuring accessibility and relevance to young people and community stakeholders • Manage engagement logistics, including community venue bookings, stakeholder communications, and feedback loops. • Ensure continuous improvement by gathering and acting on feedback from youth and faith communities, adapting approaches to meet evolving needs. • Commissioning, contract management and evaluation of external partners. • Programme delivery and review of the Inclusive Communities approach and related initiatives, including the annual household survey • Managing communications and campaigns, working with internal and external communications teams.
<p>Financial</p> <ul style="list-style-type: none"> • Manage project budgets, ensuring resources are allocated effectively. • Identify and pursue funding opportunities to support youth and faith agendas. • Ensure Value for Money and follows the appropriate governance processes for dealing with any financial activities.
<p>Other</p> <ul style="list-style-type: none"> • Internal and external communications to promote Inclusive Communities. • Collaboration with Equalities, Inclusive Growth, and Governance functions. • Supporting cross-organisational learning and practice improvement through communities of practice. • Regular out of hours work at evenings and weekends, time worked over contracted hours will be managed via our flexible working policy.

- Ability to travel across the West Midlands region.
- Undertaking such tasks as may reasonably be expected commensurate with the scope and level of the role.

Person Specification

Candidates/post holders will be expected to demonstrate the following:

	Essential / Desirable		How Evidenced ?		
	E	D	A	I	T
Experience					
Experience of working across partners (internal and external) to identify synergies and prevent duplication of activity in a sensitive or political environment	X		X	X	
Proven track record in the delivery of complex, cross-functional projects	X		X	X	
Experience of driving delivery with multiple stakeholders in tight timeframes	X		X	X	
Experience of having planned, developed and delivered projects or campaigns to support bringing groups together from different sectors	X		X	X	
Experience of developing and nurturing strategic relationships, partnerships and networks in order to deliver objectives and provide sound, sensitive advice	X		X	X	
Experience of project management or programme coordination, contract management and day-to-day budget spend.	X		X	X	
Experience in the design of initiatives at a strategic level		X	X	X	
Experience of and energy for youth work and / or community and/or faith engagement	X		X	X	
Skills / Knowledge					
Ability to think innovatively about complex problems and designing, developing and delivering practical and collaborative solutions in response.	X		X	X	
Excellent interpersonal, verbal and written communications skills with the ability to bring about a clear and shared understanding of priorities and expectations	X		X	X	
Strong organisational skills – particularly in coordinating visits and events	X		X	X	
Ability to undertake strategic thinking and contribute to the strategic direction of the programme with the ability to interpret data, balance multiple perspectives and reach sound evidence-based recommendations.	X		X	X	
In depth knowledge of tools and approaches for coproduction		X	X	X	
Strong negotiation, influencing, conflict resolution and relationship-building skills.	X		X	X	
Qualification / Education / Training					
Minimum Level 3 qualification with evidence of ongoing professional development and a commitment to undertake further training and development.	X		X		
Relevant good quality degree, ideally in Youth and Community work		X	X		
A qualification in or experience of project management methodology		X	X		
Evidence of continuous learning and development	X		X		

Key: **A** = Application, **I** = Interview, **T** = Testing/Assessment

Core Expectations

Health, Safety & Wellbeing	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable
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	it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
Equality & Diversity	Have a strong understand of the diverse communities in the West Midlands. Promote and champion equality and diversity in all aspects of the role.
Learning & Development	Participate in and take responsibility of any learning and development required to carry out this role effectively.
Performance Management	Actively engage in the performance management process and take responsibility for managing performance outcomes.
GDPR	Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.
Business Continuity	Business Continuity All staff should actively participate in business continuity training and exercises when required, ensuring they understand and follow business continuity plans and procedures to maintain organisational resilience during disruptions.
Adherence to Policies	Be aware of and comply with all organisation policies.
Other	There will be a requirement to work outside normal office hours regularly, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

Values

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Additional Post Requirements

Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Basic <input type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input checked="" type="checkbox"/>	None <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Job Evaluation Details

Date Evaluation Agreed	JEP Reference	Grade	Job Family
23/1/26	JEP719	SP32-SP36	