**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:** Serious Violence Community Coordinator  | **Grade**: Scale 5 – Part-time (3 days a week)  |
| **Section:** Community Safety | **Directorate:** Chief Executives Group |
| **Responsible to following manager:**Jamie Endrizzi, Serious Violence Manager | **Responsible for following staff:**N/A |
| **Post Number/s:** | **Last review date:**  |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils with additional responsibilities for Kingston Council. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

The post-holder will work as part of the Community Safety Teams across the three boroughs and report to the Serious Violence Manager, working within Wandsworth, Richmond, and Kingston. The post-holder will support the further development of community engagement work around violence and vulnerability with a specific focus on those areas disproportionately affected by serious violence.

They will support and administrate the serious violence community forums in Wandsworth, Richmond and Kingston and work collaboratively with a range of agencies to build community capacity and support project development and bid writing. The post holder will focus on mapping current activity, identifying existing community champions and networks and supporting work with the community in areas disproportionately affected by serious violence.

The post holder will be passionate about young people and community development and the difference community led services can make to communities to assist in the prevention of serious violence.

 **Specific Duties and Responsibilities**

1. Support the Serious Violence Team’s development of community networks and support structures around violence, vulnerability and exploitation across Richmond, Wandsworth, and Kingston.
2. Organise, attend, and support serious violence community forums in Richmond and Kingston using the Wandsworth serious violence forum as a model. Expand the community network across all three boroughs.
3. Administrate the community forums across the three boroughs, share best practice and look to improve communications between the community network and key statutory agencies.
4. Support community members to develop the skills to implement localised violence reduction projects by sharing information and access to training opportunities, i.e. trauma informed training, bid writing, etc.
5. Work with partner agencies to identify funding for voluntary and community led projects and organisations and the serious violence forums across the three boroughs.
6. Support community organisations to be part of a formalised critical-incident response with local authority and police.
7. Support organisations to provide project data, evaluations, and impact which can be shared with partners.
8. Identify and contact potential new forum members, particularly in areas without representation across three boroughs. Administer asset maps and ward profiles of the areas covered by forum members. Identify community organisations/champions within serious violent hotspot locations to assist partners to respond to and manage local tensions
9. Assist with bid writing and project proposals to develop a community pot of funding for community led violence reduction projects
10. Draw on the skills and experience of the community. Support the Serious Violence Manager in developing and maintaining collaborative working between the Voluntary Community Sector (VCS), the community, local authority and statutory partners to co-produce interventions that tackle the issues that matter most to them and strengthen resilience.
11. Provide administrative support for forums such as putting together agendas, sending communications, and taking minutes, and be accountable for the generation and monitoring of external funding and any delegated budgets.
12. Ensure the councils’ financial procedures and the policies of any external funding bodies are adhered to. Work alongside local authority partners to create Service Level Agreements where necessary.

1. Support joint funding applications with partner agencies to develop projects.
2. Identify any relevant funding opportunities to support and facilitate community solutions to prevent or respond to violent crime.
3. To keep the forum webpage updated around relevant local projects and organisations, including outcomes/promotion/recruitment.
4. To take on additional responsibilities as laid down by the Serious Violence Manager. This includes sharing best practice and linking in with key external and internal partners.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Richmond, Wandsworth, and Kingston.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures, and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people, and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

* Post holder will be expected to work flexibly across three locations (Wandsworth Town Hall, Richmond Civic Centre, and Kingston Council Town Hall) as well as having working from home arrangements. The post holder will also be expected to meet with partners/community organisations in the community where necessary.
* To work evenings and weekends as and when required, as Community Forums will be in the evenings, to provide a high-quality service and ensure engagement meets the targeted audience.

**Team Structure**

**Serious Violence Manager**

**1 x FTE**

Individual Support Action (ISA) Practitioner
1 x FTE

VASA Coordinator
1 x FTE

Serious Violence Community Co-ordinator
1 x FTE

Serious Violence Consultant
1 x FTE

**Person Specification**

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| **Section:** Community Safety  | **Directorate:** Chief Executives Group |
| **Responsible to following manager:**Jamie Endrizzi, Serious Violence Manager | **Responsible for following staff:**N/A |
| **Post Number/s:** | **Last review date:**  |

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

* **Being open**. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.
* **Being supportive**. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.
* **Being positive**. Being positive and helpful means, we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by** **A**  **&** **I/ T/ C (see below for explanation)** |
| **Knowledge**  |
| Of developing community capacity.  | A/I |
| Of working in diverse communities.  | A/I |
| Bid writing and supporting projects from beginning to end, including the reporting, and monitoring of outcomes.  | A/I |
| Of the impact of trauma, adverse childhood experiences and poor attachment. | A/I |
| Understanding of local government structures. | A/I |
| **Experience**  |
| Experience of working in an administrative and project support role in a local authority or similar organisation.  | A/I |
| Experience in communicating effectively and sensitively in oral and written form to a wide range of individuals and organisations.  | A/I |
| Of engaging and building trusted and effective relationships with other service providers, voluntary and community sector groups, and statutory partner agencies.  | A/I |
| Ability in managing external funding streams and managing budgets. | A/I |
| Of safeguarding policies and processes. | A/I |
| Of using IT and digital tools to support their work. | A/I/T |
| **Skills**  |
| Ability to organise and prioritise own workload, within defined requirements for the role. | A/I |
| Able to develop, positively challenge and motivate others.  | A/I |
| Proven ability to communicate at all levels both verbally and in writing. Demonstratable experience of writing reports, taking minutes, and project bids. | A/I |
| Good communication and interpersonal skills to deliver messages clearly and concisely and develop productive working relationships. | A/I |
| Basic knowledge of and ability to use standard IT packages (Microsoft Office and Outlook). | A/I/T |
| Able to work flexibly and travel to a variety of locations when required including evenings and weekends.  | A/I |
| Ability to handle confidential or sensitive information, together with an understanding of data protection requirements.  | A/I |
| **Qualifications**  |
| Educated to degree level in a related subject area or equivalent through work experience.  | A/C/I |

**A – Application Form**

**I – Interview**

**T – Test**

**C - Certificate**