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

**Job Description**

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| **Job Title:**  Community Safety Officer for Violence against Women and Girls (VAWG) | **Grade**:  PO3 |
| **Section:**  **Chief Executive Office** | **Directorate:**  Chief Executives Group |
| **Responsible to following manager:**  Vulnerabilities Manager | **Responsible for following staff:**  N/A |
| **Post Number/s:**  RWCCS06 | **Last review date:**  December 2022 |

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

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. 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 be responsible building strong relationships with statutory and voluntary sector organisations, communities and individuals to collectively address Violence Against Women and Girls (VAWG).

To be the strategic lead for sustaining Wandsworth’s White Ribbon accreditation and driving the activity contained within the WR action plan.

To implement a community forum, that brings together community groups, places of education, and NGOs to work together to tackle VAWG.

Work to deliver priorities and actions of the Community Safety Partnership and Plan.

**Specific Duties and Responsibilities**

1. Provide leadership and coordination within Wandsworth to build a network of key individuals, statutory and voluntary sector organisations to prevent VAWG and in particular public space stranger offences.

1. To identify and provide leadership on Wandsworth hotspots for public space VAWG by working closely with the police, and community groups such as business improvement districts, Safer Neighbourhood Board and other forums to prevent VAWG in line with the Community Safety Plan.
2. To be the project lead, delivering on the work-streams outlined within a project plan agreed at Wandsworth ‘Health Committee’, that includes engagement with businesses, achieving MOPAC night-time charter status for town centres, delivery/commissioning of bystander training and delivery of an engagement/communications plan with an allocated budget.
3. To provide leadership and co-ordination to White Ribbon ambassadors, supporting and involving them in delivering, and expanding upon WR activity inside and outside of the council.
4. To support community groups and businesses to develop sustainable community solutions that prevent VAWG and support those who may be victims of all forms of VAWG.
5. Represent the Community Safety Service as required at local forums such as Ward Panels and Community Conversations, which may involve evening meetings.
6. To assist in the development of literature and presentation materials on Community Safety with the support of the Business Intelligence Team and Communications Team.
7. To take on key responsibilities as laid down by the Vulnerabilities Manager. This includes developing specialist knowledge, sharing best practice, or running key initiatives in Wandsworth.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* 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**

* To work occasional and infrequent evenings and weekends as necessary to provide a high-quality service and ensure engagement meets the targeted audience.
* This member of staff must be a visible presence in the Council, engaging with a wide range of teams and members of the community.

**Team structure**

**Person Specification**

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| **Section:**  **Chief Executive Office** | **Directorate:**  Chief Executives Group |
| **Responsible to following manager:**  Community Safety Team Manager | **Responsible for following staff:**  N/A |
| **Post Number/s:**  RWCCS06 | **Last review date:**  **December 2022** |

**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** | **Essential** | **Desirable** | **Assessed** | |
| An understanding of Violence against Women and Girls that impact upon individuals and communities, and of powers available to address these issues. | **I/A/T** |  |  | |
| Knowledge around improving the levels of confidence in localities, and through what means this can be achieved. | **I/A/T** |  |  | |
| An understanding of the importance of community engagement/involvement in improving safety and security. | **I/A/T** |  |  | |
| An understanding of the importance of partnerships in community safety and how these can be developed. | **A/I** |  |  | |
| **Experience** | **Essential** | **Desirable** | **Assessed** | |
| Experience of problem solving and working to tackle VAWG. |  | **A/I** |  | |
| Experience of partnership or multi-agency work in order to achieve shared objectives. | **A/I** |  |  | |
| Experience of working in a community safety related role which involved engagement with the public including running events. |  | **A/I** |  | |
| Experience in project management and event organisation |  | **A/I** |  | |
| **Skills** | **Essential** | **Desirable** | **Assessed** | |
| Ability to organise and prioritise own workload, within defined requirements for the role. | **A/I** |  |  | |
| Good communication and interpersonal skills in order 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** |  |  | |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** | |
| Degree level or equivalent by experience. |  |  | **C** | |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**