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

**Job Description**

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| **Job Title: Hate Crime and Prevent Coordinator** | **Grade**: PO4 |
| **Section: Customers and Partnerships** | **Directorate:** Chief Executives Group |
| **Responsible to following manager:**  **Vulnerabilities Manager** | **Responsible for following staff:**  None |
| **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. 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:**

This post has a core role to play in safeguarding people to stop them from supporting terrorism, tackling the harm extremists cause and building resilient communities. The post holder will build an extensive understanding of issues, risks vulnerabilities and challenges for local communities. The post holder will develop a network of contacts of mainstream voices and community groups to counter hate crime and extremism in all its forms and advance community integration. They will represent the Council at various internal and external meetings, working closely with local communities, senior council officers, elected councillors as well as external partners.  The post holder will require an excellent understanding of safeguarding and strong communication skills. The postholder will work predominately in Wandsworth.

**Specific Duties and Responsibilities:**

1. To provide operational and motivational leadership, providing a visible presence to the workforce and promoting a good working environment with the primary aim of delivering high quality services.
2. Develop an excellent local knowledge of the drivers, prevalence and wider harms of extremism of all kinds including hate crime and an understanding of those affected by this.
3. To support the statutory responsibilities relating to Prevent including:

* Lead guidance, awareness raising and training delivery including WRAP training
* Support the Channel Panel protocols, arrangements and interventions
* Counter-extremist campaigns and initiatives
* An awareness of trends, good practice and innovation
* Community engagement and capacity building.

1. Provide advice and support to the Councils, educational institutions and external partners in relation to safeguarding individuals vulnerable to radicalisation.
2. To develop and deliver training to raise awareness and to improve referrals and practice for all aspects of work.
3. Identify and establish a local network of trusted individuals and organisations who are involved in building resilient communities and/or countering extremism and promoting cohesion. This will include senior public sector professionals, faith leaders or charity leaders and the community and voluntary sector
4. To promote ways of working that ensure residents and stakeholders are actively engaged in the future of the function and are able to influence decision making.
5. Develop and support a range of initiatives that raise awareness, improve access to multi-agency support for all aspects of work, in accordance with the communications plan.
6. To develop and coordinate operational Steering Group(s) and Fora to deliver effective work and sustained outcomes in accordance with the Terms of Reference.
7. Support the audit, development and effective implementation of Partnership strategic plans to achieve key milestones and action targets in relation to Hate Crime, Counter-Extremism and Prevent.
8. To provide specialist advice, develop action plans, briefing papers, respond to requests for information and enquiries, relative to role.
9. Lead and attend relevant meetings on behalf of the Service and Community Safety Partnership when necessary, which may be local, regional or national.
10. Ensure that Information Sharing Protocols are in place and adhered to and that information and intelligence is submitted and shared by the team, where appropriate, in a timely manner.
11. To support the Vulnerabilities Manager with delivery of the actions within the Community Safety Plan(s) and more broadly with their role. Keep up to date with strategic developments and good practice.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth.
* 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 work 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 your 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**

Work will entail evening working.

Post holder will be based at Wandsworth Town Hall.

**Current team structure**

To see the current structure see below.

**Person Specification**

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| **Job Title:**  **Hate Crime and Prevent Coordinator** | **Grade**: PO4 |

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| **Person Specification Requirements** | **Assessed by**  **A &**  **I/ T/ C (see below for explanation)** |
| **Knowledge** | |
| A detailed understanding the Government’s Prevent strategy candidates including a) the practical operation of Channel Panel processes b) training and awareness raising. | A/I |
| A good understanding of what constitutes both violent and non-violent extremism and how that can manifest in local communities. | A/I |
| A good understanding of the Governments Hate Crime Strategy, the impact of Hate Crime on local communities and how partners can work together to tackle it | A/I |
| A detailed understanding of how all agencies work within these defined fields | A/I |
| A good knowledge of the local area, local communities and institutions. | A/I |
| **Experience** | |
| Extensive experience of working in a complex multi-function organisation. | A/I |
| Extensive experience of working with partners in the public, private and voluntary sectors. | A/I |
| Understanding of local government and the key issues faced by the sector. | A/I |
| Understanding of and commitment to Equalities and Diversity and how these may be promoted within this role. | A/I |
| Excellent oral and written skills. | A/I |
| Excellent inter-personal and communication skills, including the ability to consult, negotiate, persuade, motivate and influence others. | A/I |
| Extensive experience of delivering presentations, training or workshops and briefings to varied audiences | A/I |
| Experience of working in a political environment and being politically astute. | A/I |
| **Skills** | |
| Ability to organise and prioritise own workload, using IT solutions. | A/I |
| Good communication and interpersonal skills in order to deliver messages clearly and concisely and develop productive working relationships. | A/I |
| Demonstrable commitment to equalities and ability to translate policy into everyday practices. | A/I |
| Excellent written and verbal communication and ability to sell ideas and concepts with the ability to articulate shared vision across a range of stakeholders. | A/I |
| Analytical Skills: Provides creative solutions to problems and whilst considering policy and procedure is also confident in adopting (and justifying) novel or non-standard approaches. | A/I |
| Planning and Organising: Business planning skills with ability to identify and  assess risks, manage change and make long term plans which impacts on the whole service or the wider Council. | A/I |
| Strategic thinking: Demonstrates a high level of political awareness and links strategies for continuous improvement with the drive to achieve national, corporate and departmental standards and goals. | A/I |
| Proven track record of political sensitivity skills and ability to work in an apolitical way. | A/I |
| ICT literate, including proficient use of the Internet and all mainstream MS programs. | A/I/T |
| **Qualifications** | |
| Educated at degree level or an equivalent work-related qualification or equivalence by experience | A/C |
| Evidence of continuing professional development | A/I |

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**