



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Prevent Coordinator	Grade: PO6
Section: Director of Public Health	Directorate: Chief Executive's Group
Responsible to following manager: Vulnerabilities Manager	Responsible for following staff: Prevent Education Officer x 1 FTE, Prevent Support Officer x 1 FTE
Post Number/s:	Last review date: September 2018

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

To prevent extremist activity (including support for extremist activity both here and overseas) occurring in Wandsworth and Richmond and work with partners to support those at risk of being drawn into extremism. To drive the Prevent Strategy and action plan.

To provide training and awareness raising to all Council, and relevant partnership staff, on the Prevent agenda and its relationship to safeguarding.



Specific Duties and Responsibilities

1. Advocate and advance delivery of the Prevent strategy. To provide high quality advice and analysis to councillors, executive members and officers and our partners to either address or ensure prevention of extremist activity in the borough.
2. Maintain an up to date analysis of the nature and extent of local radicalisation making use of the Counter Terrorism Local Profiles, Rich Picture programme, community knowledge and other information.
3. To manage the Prevent Education Officer to ensure that training and awareness raising is provided to all relevant council and partner staff on the Prevent agenda and its association with safeguarding.
4. To manage the Prevent Support Officer to ensure that Prevent cases have effective administrative support including support for the Channel Panel - agenda setting, completing minutes and actions and ensuring that partner agencies complete their actions.
5. To commission, co-ordinate and project manage specific project and policy initiatives across the council and with partners to reduce the risks of extremism in Wandsworth and Richmond.
6. Ensure the coordination and deployment to partners of:
 - Guidance, awareness raising and training products.
 - Channel Schemes, engagement schemes and interventions.
 - Counter-ideological campaigns and initiatives.
 - Effective and comprehensive monitoring and evaluation assessments.
7. Deliver the programme in cooperation with the police, other local partners, communities and the Office for Security & Counter Terrorism.
8. To anticipate and identify the implications of government policy, legislation and other external developments to ensure that the Council and partners are able to adapt and develop appropriate responses.
9. To maintain an awareness of trends, good practice and innovation in the delivery of the Prevent agenda to ensure that this is integrated into policy development and support for the Council.
10. To work with local communities - including businesses, Voluntary Community Sector and faith communities and mosques – on the prevent agenda to build their capacity to support the Council's role to prevent extremism.



11. To represent the Council at various internal and external meetings and other bodies to ensure a Wandsworth and Richmond perspective is acknowledged at such forums.
12. Attend meetings with senior Council members, officers and statutory partners influencing views on best direction for Council / partnership on Prevent agenda. Also to provide update on progress on Prevent agenda every quarter and more frequently as required for chair's briefings.
13. Ensure that effective information sharing arrangements are in place.
14. Ensure that Prevent funding does not reach extremist individuals or organisations and manage engagement with stakeholders appropriately.
15. Provide the first point of contact for the Office for Security & Counter Terrorism (OSCT) Prevent into both Councils and build effective cooperative and productive working relationships with the named contact in OSCT.
16. Facilitate occasional Home Office briefings and OSCT ministerial/official visits.
17. To provide training and awareness raising to all relevant council and partner staff on the Prevent agenda and its association with safeguarding.
18. Support wider / regional work for example through the London Prevent network.

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.

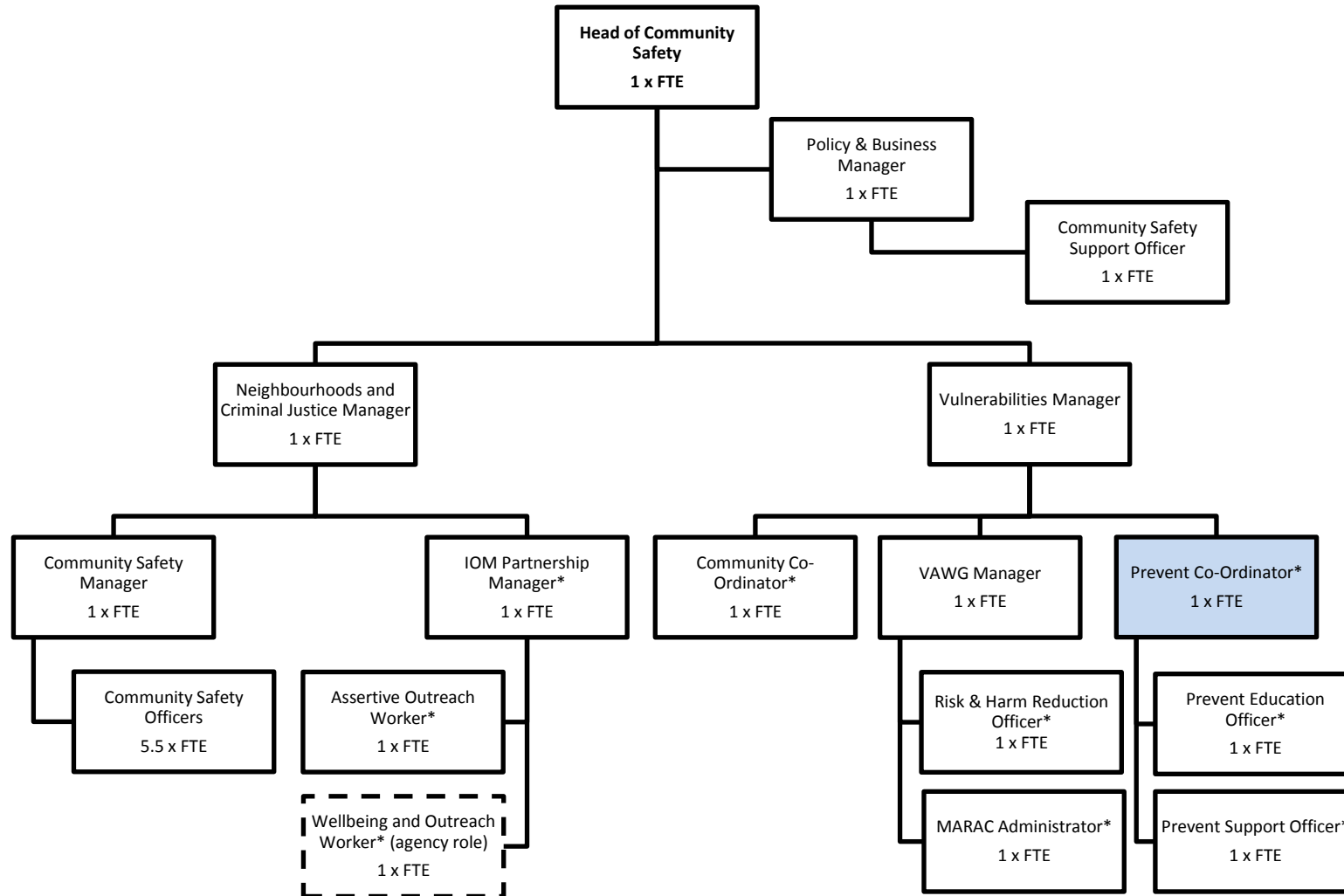


- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

- Budgetary management of Home Office funded projects.
- Supervises WRAP training / project deliverers.
- Requires regular evening and weekend working.
- Post holder may be expected to work flexibly across two locations (Wandsworth Town Hall and Richmond Civic Centre).

Team structure





Person Specification

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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.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge	
A good knowledge of the local area, local communities and institutions.	A/I
In depth knowledge of what constitutes both violent and non-violent extremism and how they can manifest in local communities.	A/I
In depth knowledge of the Government's Prevent strategy.	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
Significant experience of project management and project management techniques.	A/I
Experience of making bids for funding and managing external funding received.	A/I
Demonstrable experience of how to research and analyse numerical and written information and data, and present findings in a clear and concise way to a variety of audiences.	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
Skills	
Excellent written and verbal communication and ability to sell ideas and concepts with the ability to articulate shared vision across a range of stakeholders and to negotiate effectively to achieve successful outcomes.	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
Excellent ICT literate, including proficient use of the Internet and all mainstream MS programs.	A/I/T
Qualifications	
Educated at degree level or with an equivalent work related qualification.	A/C
Evidence of continuing professional development	A/I

A – Application form

I – Interview

T – Test

C - Certificate