

Job Title: Community Safety Co-ordinator	Role Profile Number: BSN129
Grade: L Salary:	Date Prepared: May 2020
Directorate/Group: Children's Services	Reporting to: Risk Management Lead -Community Safety
Structure Chart attached:	

Job Purpose

To work as part of Community Safety Partnership to support planning, facilitation and co-ordination of Risk Enablement Panels, Channel Panels and Prevent

To provide cover as required for the MARAC Co-ordinator

Key Accountabilities

- The Risk Management co-ordinator for Community Safety reports to the Risk Management Manager for Community Safety.
- The co-ordinator will work closely with all professionals involved with the Risk Enablement Panels, Channel Panels and Prevent.
- Provide a lead in the co-ordination and organisation of Risk Enablement Panels, Channel Panels and Prevent meetings by effectively processing referrals and the wider Prevent Agenda.
- Co-ordinate the Prevent partnership work including (but not limited to) risk assessments (CTLP), Action Plan, training, use of LA resources, and collaboration across areas.
- Attend meetings to provide support with minute taking (which includes very sensitive and lengthy meetings) and secure distribution of minutes once completed.
- Co-ordinate sensitive information in a timely manner
- Safely and securely, save and update information to relevant databases.
- Tracking and chasing of action points to ensure that they are completed.
- Dealing with enquiries at first point of contact as far as possible or signposting as appropriate
- In a timely manner reporting progress to the Chair for escalation if required
- Develop a range of appropriate contact options.

- Co-ordinate the up-keep of key contact to this area of work e.g. e-mail distribution lists
- Support the creation and distribution of reports
- Support the identification, set up and delivery of training
- Provide cover for the MARAC co-ordinator
- Any other tasks as requested by Management for the CSP Team as and when required.

Supplementary Accountabilities

- Take responsibility for identifying your training needs and bring these to your manager
- Devise and implement improvements to the service with support from the manager

Knowledge & Experience

- Have a good standard in written and oral communication skills
- Experience of Community Safety or relevant work with children and/or adults services
- A good understanding of sensitive information, personal data and the regulatory requirements for distribution and storage.
- Good IT and organisational skills
- Awareness of the Prevent Agenda
- Awareness of diversity in providing a service that meets a mixed cultural community
- Ability to prioritise work-load

Decision Making

- Ability to identify when information needs to be escalated in a timely manner

Creativity and Innovation

- Being adaptable and flexible in their approach
- Utilising non-managerial support opportunities
- Willingness to undergo appropriate training

<u>Job Scope</u>		Yes/No
Typical tasks supervised/allocated to others <ul style="list-style-type: none"> • Co-ordination of high-risk, sensitive multi-agency information. 	Budget Holder	No.
	Responsibility	Yes
	Asset Responsibility:	No

Contacts and Relationships

- Work with the identified multi-agency professionals at various levels of responsibility
- An ability to work with sensitive information

Values and Behaviours

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, this means in our work we are:

Connected: We put Swindon and its people at the heart of everything we do.

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

Resilient: We are forward thinking and work smart

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

Brave: We respect and work together with our colleagues and customers to achieve success

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	