



Coventry City Council

## Job Description

<b>Post:</b>	Prevent Community Engagement Officer	<b>Job Number:</b>	
<b>Service:</b>	Children's Services	<b>Post Number:</b>	
<b>Location:</b>	Broadgate House	<b>Grade:</b>	5

### Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

### Job Purpose:

To support the Prevent Coordinator in managing the effective delivery of Coventry's Prevent Action Plan, with specific focus on advancing Prevent activity with communities. The post holder will take the lead on developing relationships and building a network of contacts with the local community. This will include raising awareness of Prevent and associated issues to voluntary organisations, faith institutions, sports clubs and any other community-based group or organisation; supporting them to act as protective factors in reducing the threat of terrorism, extremism and radicalisation.

### Main Duties and Responsibilities:

1. To develop relationships and proactively engage with community, voluntary, sports and faith groups in Coventry, raising awareness of Prevent and building trust and confidence with local communities.
2. To lead on identifying, developing and delivering a range of work-streams that support and contribute to the Coventry Prevent Action Plan.
3. To provide advice and support to the local community on Prevent related concerns, knowing when to notify and escalate these to the Prevent Coordinator.
4. To understand and gauge community sentiment and monitor community tensions in the Coventry area.
5. To raise the profile of Prevent in community settings and increase visibility of Prevent delivery using a variety of communication mechanisms including social media.
6. Support measures to increase inter-community engagement and mutual support. Coordinate community leaders to drive the agenda for respect and tolerance and coordinate activities towards common values of humanity and respect.
7. Coordinate efforts to empower communities to feel confident to challenge extremism both in community spaces and on-line.
8. Support with managing projects and initiatives, ensuring delivery to time, plan and budget and ensure monitoring reports are properly evidenced and submitted within deadlines.
9. Represent the council at various internal and external meetings, as well as to provide progress updates so that the Prevent Coordinator and Risk Management Coordinator, can update senior council officers, elected members and others as required.
10. Produce and present reports to the Prevent Coordinator and make recommendations on the strategic implementation of work in response to central government policies and initiatives.
11. Contribute, deputise and provide support to the wider Prevent Team.

12. Develop and maintain effective working relationships with the full range of partners involved in delivering the Prevent Duty.

13. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:** n/a

**Responsible to:** Prevent Coordinator

**Date Reviewed:** 30.03.21

**Updated:** 30.03.21



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## Person Specification

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Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• Good knowledge of the Coventry area, local communities and institutions or other area/city with a similar demographic.</li></ul>
	<ul style="list-style-type: none"><li>• Knowledge of the CONTEST strategy and the Prevent Duty as part of the Counter Terrorism and Security Act 2015.</li></ul>
	<ul style="list-style-type: none"><li>• Demonstrates knowledge and understanding of the community, voluntary and faith-based sectors including local risk and vulnerability in relation to terrorism, extremism and radicalisation.</li></ul>
	<ul style="list-style-type: none"><li>• Knowledge of the Children Act 2004 and Care Act 2014 is desirable.</li></ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Able to engage, build rapport and trusted relationships on sensitive and challenging issues with community, voluntary and faith groups.</li></ul>
	<ul style="list-style-type: none"><li>• Ability to communicate effectively and know when to adapt your approach according to the audience.</li></ul>
	<ul style="list-style-type: none"><li>• Creative in the use of IT, including but not limited to MS Office packages and high competence in the use of social media platforms.</li></ul>
	<ul style="list-style-type: none"><li>• Able to identify and respond to external national and global issues which can affect community relations between and within communities.</li></ul>
	<ul style="list-style-type: none"><li>• Diplomatic and sensitive in challenging situations whilst being able to take a firm and confident approach when required.</li></ul>
	<ul style="list-style-type: none"><li>• Ability to identify and assess risks and know when to share information appropriately.</li></ul>
	<ul style="list-style-type: none"><li>• Able to take lead responsibility when required and ownership for getting things done.</li></ul>
	<ul style="list-style-type: none"><li>• Able to work effectively under pressure, manage competing priorities and be flexible in changing circumstances.</li></ul>

<b>Experience:</b>	<ul style="list-style-type: none"><li>• Of working in partnership with a range of colleagues including internal and external partners.</li></ul>
	<ul style="list-style-type: none"><li>• Of working in a community engagement setting on politically sensitive or challenging projects.</li></ul>

	<ul style="list-style-type: none"> <li>• Of developing and maintaining a network of community contacts to support the delivery of programme objectives.</li> </ul>
	<ul style="list-style-type: none"> <li>• Of working with a range of stakeholders from community and third sector organisations.</li> </ul>
	<ul style="list-style-type: none"> <li>• Of being innovative in developing and/or delivering training.</li> </ul>
	<ul style="list-style-type: none"> <li>• Of using a range of communication mechanisms including presenting in community settings, through online platforms, via social media and through written material.</li> </ul>

<b>Educational:</b>	<ul style="list-style-type: none"> <li>• GSCE English and Maths.</li> </ul>
	<ul style="list-style-type: none"> <li>• Higher education qualification.</li> </ul>
	<ul style="list-style-type: none"> <li>• Demonstrable practical experience in a similar role is desirable.</li> </ul>

<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• To have completed Prevent Training.</li> </ul>
	<ul style="list-style-type: none"> <li>• Requirement to occasionally work evenings and weekends to meet the needs of the community.</li> </ul>
	<ul style="list-style-type: none"> <li>• Willingness to undertake additional training to develop knowledge and skills.</li> </ul>
	<ul style="list-style-type: none"> <li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</li> </ul>
	<ul style="list-style-type: none"> <li>• Home Office Security Clearance <i>may</i> be required.</li> </ul>

**Date Reviewed:** 30.03.21

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