

Job Description and Person Specification

Community Co-ordinator

Job Details	
Grade	7
Service	Migration
Location	Friargate Floor 7
Job Evaluation Code	P1165D

Coventry City Council 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: Open and fair: We are open, fair and transparent. Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be. Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing. Create and innovate: We embrace new ways of working to continuously improve the services we offer. Own and be accountable: We work together to make the right decisions and deliver the best services for our residents. Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose

The role holder will lead local delivery of counter-extremism activity, identifying risks, strengthening community resilience, and supporting initiatives addressing extremist harm across the area. They will achieve this by working collaboratively with partners, communities, and national networks, using insight, engagement, and evidence-led approaches to coordinate effective responses. The role offers the opportunity to reduce extremism's impact, promote shared values, and create safer, more cohesive communities.

Extremism remains a significant national challenge, and Local Authorities play a vital role in building resilient communities and addressing harms caused by extremist activity. This role contributes by strengthening cohesion, reducing vulnerabilities, and supporting shared values across diverse communities.

The Community Coordinator supports local delivery of the Government's Counter-Extremism Strategy. The role focuses on countering narratives that undermine democracy, the rule of law, individual liberty, and respect between faiths and beliefs. The Counter-Extremism Strategy complements the Prevent Strategy by addressing broader causes and impacts of extremism beyond radicalisation and terrorism. It takes a preventative, community-focused approach to reduce risks and build long-term resilience. This is a high-profile role requiring strong understanding of local extremism risks and emerging challenges. You will identify effective responses, support community groups tackling extremism, and align local activity with national priorities.

You will collaborate within a national network to share learning and strengthen practice. The role requires excellent communication and influencing skills to engage diverse stakeholders. You will represent the local authority in internal and external forums, working closely with communities, senior officers, elected members, and central Government partners.

Key Responsibilities and Accountabilities

Developing a comprehensive understanding of the drivers, risks, and impacts of extremism within the local area to inform effective responses.

Sharing local insights and evidence with internal teams and national government to support research, policy development, and coordinated action.

Applying national analysis and evidence to shape local strategies, ensuring alignment with wider priorities such as community safety, cohesion, and safeguarding.

Identifying opportunities for joint working across related agendas, including hate crime, violence reduction, and community integration.

Building strong relationships with senior officers, elected members, and statutory partners to increase awareness and understanding of extremism risks.

Supporting the evaluation of local projects by working with specialists to assess impact, improve delivery, and inform future activity.

Identifying credible individuals and community groups who promote positive values and contribute to building resilience against extremism.
Developing and maintaining effective partnerships with community organisations, faith groups, and public sector stakeholders to strengthen local networks.
Supporting community groups to access appropriate funding opportunities and resources that align with counter-extremism objectives.
Facilitating collaboration and information sharing between partners to encourage learning, coordination, and consistent approaches.
Producing and regularly reviewing a local partnership action plan that sets out key challenges, priorities, and coordinated responses.
Providing advice and guidance to the local authority and partners on issues related to extremist activity, risks, and community concerns.
Delivering and supporting initiatives that challenge harmful narratives and promote shared values across communities.
Contributing to regional and national networks to share best practice, develop guidance, and strengthen collective approaches to countering extremism.
Supporting other local authorities by sharing expertise and building capacity to respond effectively to extremism challenges.

Key Relationships			
External:		Internal:	

Standard Information
Post holders will be accountable for • carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines. • attending any training and undertake any development activities that are identified as mandatory/beneficial to their role. • any other duties and responsibilities within the range of the salary grade.

Responsible for

Person Specification	
Requirements	
Knowledge	Demonstrate knowledge of the local area, including communities, stakeholders, and key institutions.
Knowledge	Explain the forms of violent and non-violent extremism and how they present within communities.
Knowledge	Apply knowledge of interventions that build community cohesion and reduce vulnerability to extremist influences.
Knowledge	Understand the Government's Counter-Extremism Strategy and its application at a local level.
Knowledge	Recognise safeguarding principles for children and adults and how they relate to community-based activity.
Skills And Ability	Communicate clearly and confidently with diverse audiences, producing high-quality written reports and presentations.
Skills And Ability	Influence stakeholders effectively to build shared understanding, gain commitment, and achieve positive outcomes.
Skills And Ability	Analyse complex information to develop practical, evidence-based solutions to community challenges.
Skills And Ability	Plan and organise work independently, managing competing priorities and delivering against strategic objectives.
Skills And Ability	Engage individuals and communities using inclusive approaches that build trust, encourage participation, and strengthen collaboration.
Experience	Demonstrate experience of working with communities, including engaging vulnerable or hard-to-reach groups.
Experience	Support organisations or groups to develop their capacity to deliver projects aligned with community or cohesion objectives.
Experience	Deliver presentations, partnership activity, or initiatives that influence stakeholders and encourage collaborative working.

Qualification	Hold a relevant qualification or demonstrate equivalent practical experience in community engagement, policy delivery, or partnership working.
Special Requirements	Meet security clearance requirements and undertake necessary pre-employment checks, including review of publicly available online presence.

Disclosure and Barring Service (DBS)			
Does the role require a DBS check? Find out which DBS check is right for your employee - GOV.UK			
And if so, which type?			
Basic Check ☐	Standard Check ☐	Enhanced Check ☐	Enhanced + barred list check ☐

Declaration			
Reviewed/Created By:			
Job Title:		Date:	