

Prevent Coordinator

Role Profile

Service: Place Directorate, Community Safety Team
Band: Band 7
Reporting to: Strategic Manager Crime & Anti-Social Behaviour
Responsible for: No direct reports



TRAFFORD
COUNCIL

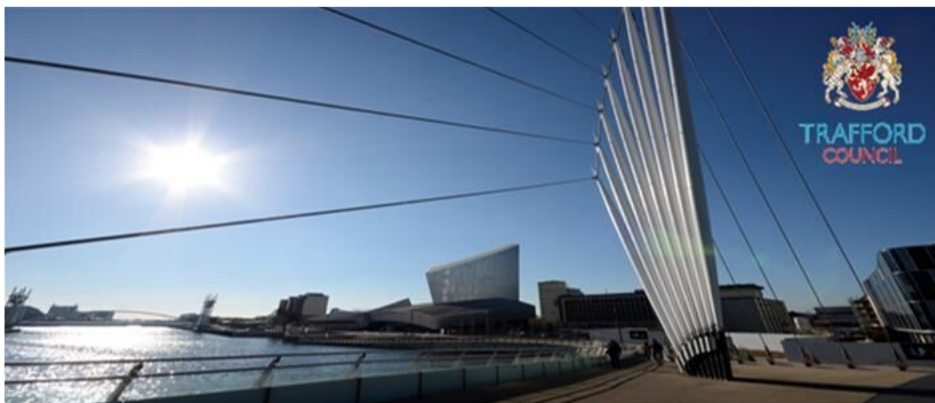
About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Trafford – where all our residents, businesses and communities prosper

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Overview

The Community Safety Team leads for the Council on a wide range of interventions and initiatives and, where necessary, enforcement action aimed at tackling anti-social behaviour and increasing community safety. The Community Safety Team works with partners and local police teams to resolve community issues, looking at the root cause and issues and making appropriate referrals to partner services. 'Prevent' is one element of the Government's counter-terrorism strategy. 'Channel' is an early intervention and forms part of the Prevent Strategy focusing on supporting people at an early stage who could be drawn into extremist or radicalistic behaviour. This role is integral to supporting that strategy by coordination of a number of projects and interventions with the aim of safeguarding and supporting vulnerable residents to avoid and disengage from extremist and radicalistic activities.

Your Main Priorities

- Coordinating and implementing the Council's approach to meeting its statutory duties under 'Prevent' and support in the delivery of Channel Panel.
- Supporting the community safety partnership to deliver its strategic ambitions through the implementation of strategic policy, facilitation of effective partnerships, community and stakeholder engagement and the delivery of work programmes and collaborative projects.
- Leading on engaging with communities in relation to preventing and safeguarding against extremism and radicalism.
- Working with community groups and third sector organisations to deliver projects and initiatives, administering and reporting on the delivery of activity in relation to awarded grants.
- Collaborating with partner agencies to ensure co-ordinated activity against the council's strategies and action plans.
- Leading on 'hate crime' within the Community Safety Team.

Key duties

- Managing Prevent projects and programmes, making sure they are delivered on time and effectively.
- Working with local communities to develop partnerships that make a real difference.
- Supporting and working with charities and voluntary groups to help prevent extremism and keep people safe.
- Organising and leading key meetings, including the Prevent Group and the Community Safety Partnership Board, and provide regular updates.
- Assisting the Channel Panel Chair in running the monthly Channel Panel meetings.
- Coordinating reviews and assessments related to Prevent and Channel work.
- Helping Trafford Council lead on key areas, including:
 - Preventing violent extremism
 - Monitoring community tensions and promoting cohesion
 - Engaging with communities and local organisations
 - Supporting inter-faith work
 - Tackling hate crime
- Building and maintaining strong partnerships with organisations, community groups, businesses, and residents to address extremism and radicalisation.
- Working with diverse communities to help identify local challenges and solutions, supporting them to take positive action.
- Helping to manage projects effectively, ensuring good governance, performance tracking, risk management, and clear communication (including through marketing and social media).
- Writing clear and well-researched reports for different audiences, using national and local policies, data, and community feedback.
- Handling community concerns, responding to issues raised by councillors, local people, and partner organisations.
- Keeping up to date with national and local policies affecting the Trafford Partnership's work and adjust approaches accordingly.
- Providing expert advice, training, and guidance to colleagues, partners, and community groups on Prevent-related issues.
- Working with teams across Greater Manchester and the Northwest to tackle cross-border issues.
- Finding practical solutions to complex problems, using both evidence-based approaches and creative thinking.
- Supporting colleagues and working as a team, sharing information and working together to achieve goals.
- Ensuring excellent customer service, delivering high-quality, professional support.
- Being flexible and adaptable, responding to requests as needed, which may include evening or weekend work.
- Managing workload efficiently, meeting deadlines while handling a range of different tasks.

- Undertaking any additional duties which are commensurate with the grade and which may be required by the service to support the work of the wider Community Safety Team.

About You

Qualifications and Professional Development

- Degree or equivalent Level 5 Qualification, or equivalent level of experience in a related subject area
- Evidence of continuous professional development

Experience and Knowledge

- Significant experience of working within community safety or a related discipline
- Experience of working in multi-agency partnerships and with external agencies
- Experience of undertaking projects or implementing new initiatives
- Experience of working with members of the public on sensitive issues
- Experience of managing and prioritising an extensive and diverse workload and working on own initiative
- Experience in community engagement and partnership working
- Experience of creating, building and maintaining partnerships
- Experience of delivering training or presentations
- An understanding of local authority duties in relation to the Prevent agenda under the Counter-Terrorism and Security Act 2015 and experience of being able to translate legislation into practical activity
- An understanding of the Channel Duty Guidance

Skills and abilities

- Ability to communicate effectively both verbally and in writing

- Ability to write clear reports and other written communications to a variety of audiences.
- Ability to develop effective working relationships both within the council and in other organisations
- Ability to research issues and develop solutions and see these through to conclusion
- Excellent IT skills and fully conversant with the range of Microsoft Office packages
- Ability to work at pace and meet deadlines
- A willingness to undertake specialist training to ensure continuous professional development
- A willingness to work collaboratively as part of a team
- Excellent organisational skills and able to keep clear accurate records

Special Conditions

- Police vetting required for this role
- Willingness and ability to travel around and outside of the borough to meet the needs of the role
- Occasional unsocial hours/weekend working may be required

Date prepared/revised	16.3.21 / 7.2.25 (reviewed & refreshed)
Prepared/revised by	HG / CH / LS
Job Evaluation	March '21

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery.
To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.