

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT	Housing & Safer Communities
POSTHOLDER SECTION	Safer Communities Team
GRADE	PO1
POST DESIGNATION	Critical Incident Community Response Co-ordinator

Purpose of Job:

To be responsible to the Senior Community Safety Specialist (Serious Violence and Exploitation) for:

- i) Delivering and embedding the newly developed Critical Incident Community Response model following critical incidents in the borough (across a range of community safety areas: Serious Violence, Domestic Abuse, Violence Against Women and Girls and Hate Crime).
- ii) Working in partnership to deliver cross cutting initiatives and leading on Violence Reduction Projects in critical incident locations to support local communities who are affected.
- iii) Organising and participating in community engagement events to support the borough's aims in strengthening community engagement, building resilience and improving community cohesion following critical incidents.
- iv) Co-ordinating and delivering targeted resources and trauma-informed interventions to local communities most in need.

Main Duties:

1. To lead on co-ordinating and delivering a targeted partnership response following critical incidents in the borough.
2. Assess the impact of individual critical incidents on local communities and identify appropriate follow up support. To provide local communities with a “voice” about their needs and concerns arising from the incident and direct local resources in their area.
3. To complete Violence Reduction Unit funding bids to enable delivery of targeted projects in critical incident locations.
4. To develop templates for critical incident community response surveys in relation to Violence Against Women and Girls, Domestic Abuse and Hate Crime (to be used as appropriate to each situation, alongside the existing template for Serious Violence).
5. To co-ordinate and deliver community engagement events in areas affected by critical incidents. To provide support to the Senior Community Safety Specialists in delivering events across the borough.
6. To develop, review and update partnership Community Engagement Plans in critical incidents locations, to capture collaborative actions, delivery of projects and outcomes that improve community engagement, community cohesion and that build resilience.
7. To carry out review surveys after delivery of the Critical Incident Response model to assess impact and outcomes including the impact of partnership and targeted resources.
8. To lead on co-ordinating the delivery of commissioned projects in the community. To monitor performance and delivery and directly manage any concerns that arise around safeguarding which are flagged by the commissioned projects.
9. To identify and refer placed-based community safety issues suitable for referral to the Safer Spaces Delivery group.
10. To work with the Senior Community Safety Specialist (Serious Violence & Exploitation) in providing briefings and any strategic documents relating to the Critical Incident Community Response model.
11. To deliver bespoke training or briefings to increase awareness of the Critical Incident Community Response model, to council and partner staff and to local community groups.

12. To work with the Senior Community Safety Specialists to monitor and evaluate the effectiveness of commissioned projects and training.
13. To work alongside the Serious Violence, Vulnerability & Exploitation Officer to identify community engagement opportunities as part of Serious Violence-led Problem Solving Processes.
14. To identify relevant funding opportunities for local community groups and support them in making applications.
15. To work with the Senior Community Safety Specialist (Serious Violence & Exploitation) to identify best practice and policy developments in relation to community engagement and responses to critical incidents.
16. To collaborate with the team's Serious Violence, Vulnerability & Exploitation Officer, Victim Development Officer and High Harm Prevention Officer to organise and deliver community engagement events and activities, including (but not limited to) development and coordination of surveys, community meetings, training and awareness-raising.
17. To work outside of normal office hours as necessary.
18. To travel to meetings out of the borough, and London, as required.
19. To supervise agency workers, temporary staff and/or apprentices assigned to the function as necessary.
20. Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
21. To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
22. To perform all duties in line with Council's staff values showing commitment to improving residents' lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
23. This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 or as prescribed in the Police Act 1997 (Criminal Records) regulations. A DBS standard check is an essential requirement for this role.

24. To undertake any other work appropriate to the level and general nature of the post's duties.
25. You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Designation of the Post to which the Post-Holder normally reports to:

Senior Community Safety Specialist (Serious Violence and Exploitation)