

## Job description and employee specification

<b>Job title:</b>	Community Safety Project Worker	<b>Location:</b>	Witney
<b>Reports to:</b>	Community Safeguarding Officer	<b>Working hours:</b>	28 hours
<b>Job number:</b>	TBC	<b>Salary range:</b>	Up to £24,700 per annum, pro rata
<b>Supervises:</b>	Not applicable		
<b>Purpose:</b>	The Safer Communities Project Worker will undertake activities and work with organisations which are working to promote community safety, in conjunction with the Safer Communities Officer and West Oxfordshire Community Safety Partnership,		
<b>Key responsibilities:</b>	<ul style="list-style-type: none"> <li>• Working with the Safer Communities Officer identify and implement community projects and initiatives in the district</li> <li>• Connect with members of the Community Safety Partnership and encourage their active participation in the group</li> <li>• Contribute to delivery and monitoring of actions in the Community Safety Partnership's action plan</li> <li>• Oversee the communication of a range of community safety campaigns and encourage partner engagement</li> <li>• Engage with voluntary and community sector organisations operating locally on community safety projects and enable connections between them</li> <li>• Use national and local information to ensure that the needs and views of target groups in the district are taken into account in the planning of activities.</li> <li>• Develop close understanding of the services available locally and signpost partners and community representatives as appropriate.</li> <li>• Establish a strong operational relationship with the Environmental and Regulatory Services team</li> <li>• Work with the Council's Press Officer to ensure that information and PR campaigns in the District are communicated appropriately and in line with protocol.</li> <li>• Monitor and evaluate project activities and initiatives in line with the expectations of funders and in conjunction with the line manager</li> <li>• Advise the Community Safety Partnership at regular intervals</li> </ul> <p><b>This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.</b></p> <p><b>General Accountabilities</b></p> <ul style="list-style-type: none"> <li>• Working to add value to, and be a valued member of the team, and to be valued by residents</li> </ul>		

	<ul style="list-style-type: none"> <li>• The post holder is responsible for maintaining a safe working environment</li> <li>• Work in compliance with the Codes of Conduct, Regulations and policies of Publica</li> <li>• Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information;</li> <li>• The post will be based at the Council Offices of West Oxfordshire District Council in Witney.</li> <li>• The post-holder will be required to comply with the Council’s Health and Safety and Equal Opportunities Policies.</li> </ul>	
<p><b>Essential requirements, qualifications, skills and abilities:</b></p>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• A level, NVQ3, or BTEC Relevant professional qualification (relevant experience can be considered as an alternative)</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience in engaging with the public</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Understanding of Community Safety practice</li> <li>• Confidence in engaging with communities and individuals</li> <li>• Good organisational skills with ability to prioritise and work to deadlines</li> <li>• Good IT and administrative skills</li> <li>• Communicates effectively at all levels (excellent verbal and written skills)</li> <li>• Proactive and self-motivated with the ability to identify opportunities and work with a degree of independence</li> <li>• Connects easily with others</li> <li>• Flexible, reliable, resourceful and curious</li> <li>• Ability to maintain confidentiality in accordance with Data Protection</li> </ul>	
<p><b>Desirable requirements qualifications, skills and abilities:</b></p>	<ul style="list-style-type: none"> <li>• Experience in a Community Safety related field</li> <li>• Prevent training</li> <li>• DBS Check</li> <li>• Safeguarding training</li> </ul>	
<p><b>Special conditions:</b></p>	<ul style="list-style-type: none"> <li>• There is likely to be some work required outside normal working hours in order to be able to engage with people and deliver community activities</li> <li>• Opportunities to work flexibly to meet the demand of the service</li> <li>• You will need use of a car for work purposes.</li> </ul>	
<p><b>Date of Issue:</b></p>	<p>28<sup>th</sup> March 2019</p>	
<p><b>Date reviewed:</b></p>		

<b>Reviewed by</b>	<b>Name: Heather McCulloch</b>	<b>Job title: Shared Healthy Communities Manager</b>
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