

JOB DESCRIPTION

LEEDS CITY COUNCIL

SERVICE
Community Safety

GRADE
SO2

POST TITLE
Prevent Support Officer

POST NO

POST(S) TO WHICH DIRECTLY RESPONSIBLE
Prevent Coordinator

POST(S) FOR WHICH DIRECTLY RESPONSIBLE

PURPOSE OF JOB

The Prevent Support Officer will provide day to day operational support to the Leeds Prevent Coordinator on the city's work on Prevent. This will include implementing, monitoring and reporting progress made on delivering the activities and projects set out in the Leeds Prevent Action Plan and building local relationships with representatives from across the public, voluntary, community and faith sectors. The post holder will also provide dedicated support to schools and faith organisations across the city to improve resilience to extremism and safeguard vulnerable individuals from exposure to and involvement in extremist behaviour.

RESPONSIBILITIES

1. To undertake projects and programmes of work to ensure the delivery of Best Value services to customers, to meet the objectives of the Leeds Strategic Plan and to comply with Government Standards.
2. To assist in achieving Prevent and Safer Leeds Objectives, and contribute to Vision for Leeds 2011 - 2030 objectives as appropriate.
3. Actively support continuous improvement initiatives through contributing to cross Council projects.
4. To maintain effective communications, including publicity and promotion of the service, with staff, service users, councillors, trade unions, partners and other stakeholders in accordance with Council good practice and with regard to implementing e-government objectives.
5. To develop and maintain good working relationships with internal and external customers and other stakeholders.
6. To work with elected members, service users and community representatives in ways which support open, responsive and accountable government.
7. Carry out research and analysis, collecting information and preparing briefings and reports for area committees and a range of other audiences.
8. To be aware of developments and initiatives, both locally and nationally, that may have specific implications or lead to service improvements in this area.

9. Conduct assignments with minimum direct supervision, in accordance with specified work programmes, action plans and timetables.
10. To be accountable for the safety of staff, service users and contractors in accordance with relevant Health and Safety policy.
11. To provide appropriate advice on Prevent issues to Area Managers, Members, council officers and partners so as to manage risk and support them in their respective roles.

Specific Responsibilities:

1. To play a key supporting role in the development and implementation of the Leeds Prevent Action Plan within targeted communities and sectors.
2. To attend the Prevent Silver group and play a leading role in implementing Prevent based activity arising from these meetings within specific communities and sectors.
3. To deal with sensitive and confidential information on issues of current local and national security linked to the current threat of terrorism e.g. to contain support for ISIL and other terrorist groups operating overseas and support work to dissuade travel to Syria in support of terrorist activity.
4. To contribute to the development of an area based programme of Prevent work and to take responsibility for its implementation in the area.
5. Working with and supporting Leeds' diverse communities to develop innovative and effective local practice that has an impact at local level and to support building the resilience of these communities in preventing violent and non-violent extremism in line with the Government's PREVENT strategy.
6. Organising and coordinating a range of both strategic and community based events in relation to preventing violent extremism.
7. Working with neighbourhood delivery arrangements and other local partnerships to develop meaningful and sustainable responses to preventing violent extremism work.
8. To take a lead role in working with schools across Leeds to improve resilience to extremism, and to ensure schools are equipped with the appropriate tools to deal with key Prevent risks and vulnerabilities in order to meet their statutory duty on Prevent.
9. To take a lead role in working with faith organisations across the city to safeguard them from extremist activity and ensure vulnerable individuals are supported and protected from the threat of extremism.
10. To support faith institutions to safeguard and promote the welfare of the children and young people with whom they work through the responsibilities and arrangements identified in section 11 of the *Children Act 2004*.
11. To contribute to an improved understanding and intelligence of the target communities.
12. To produce high quality internal and external reports on the performance and development of Prevent related activities to a range of stakeholders, including

senior officers, elected members and partner agencies.

13. To support the preparation of proposals and funding bids to support the delivery of Prevent activities.
14. To organise and take part in local consultation, evaluate responses and initiate appropriate action as required.
15. To identify, monitor and evaluate activity that will contribute to the delivery of the Leeds Prevent Action Plan and determine good practice.
16. To work closely with Police Prevent staff, Neighbourhood Policing teams, Area Management staff and other Prevent partners, such as the FE and HE sectors, to build resilience within the most vulnerable communities and support local organisations and partners to build capacity and resilience to extremism.

LOCATION The main base of the post will be at Leeds Community Safety but it is anticipated that the post holder maybe required to operate from council venues across the city, as and when required.

ECONOMIC CONDITIONS

Grade: SO2
Annual Leave: 25 days minimum plus 5 days following 5 years service and 11 statutory holidays.
Hours: 37 hours per week, some occasional evening and weekend work may be required
Flexitime: The Service operates a flexitime system
Conditions of Service: Covered by Conditions of Service agreed under the NJC for Local Government Services staff as adopted or amended by the City Council. This is a temporary post until 31st March 2016 in the first instance. Continuation of the post is subject to funding.

PROSPECTS

Promotion: Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training: The Service encourages training both “in-house” and external to meet the needs of the individual and of the Service.

QUALIFICATIONS

Educated to degree level or with equivalent experience in a field/work area relevant to the post

Job Description Prepared/ Reviewed by: Nadeem Siddique
Job Description Approved by:

This job description is current as at the date shown below. In consultation with the post holder, it is liable to variation by management to reflect or anticipate changes in, or to, the job.

Date: April 2015

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Employee Specification

Detailed below are the type of skills, experience and knowledge which are required of applicants applying for the post. The “Essential Requirements” indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under “Desirable Requirements” are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

Skills	Ess	Des	MOA
Ability to develop new areas of work, providing challenge and support to colleagues	✓		A/I
Ability to manage and monitor performance effectively and set clear objectives	✓		A/I
Ability to make an effective contribution to internal and external meetings	✓		A/I
Ability to take forward initiatives and policies from development to implementation	✓		A/I
Ability to prepare clear and objective reports for a range of audiences	✓		A/I
Ability to improve service quality and support a culture that drives up standards and performance.	✓		A/I
Ability to resolve conflict	✓		A/I
I.T. competencies to undertake a range of tasks.	✓		A/I
Ability to manage competing priorities whilst delivering on a range of projects and adapting to changing circumstances and priorities	✓		A/I
Ability to handle sensitive / confidential information	✓		A/I

Knowledge/Qualifications	Ess	Des	MOA
Collating and analysing data to monitor service delivery and identify local needs	✓		A/I
Understanding of equality and diversity issues which affect local communities	✓		A/I
Knowledge of the issues and threats associated with the delivery of the Governments CONTEST Strategy	✓		A/I
Knowledge of national and international events that impact upon the Prevent agenda	✓		A/I
Understanding of community involvement, cohesion and community relation issues.	✓		A/I
Understanding of local government political systems	✓		A/I
An understanding of the current issues facing local government and other key partners, in relation to Prevent	✓		A/I

Experience	Ess	Des	MOA
Experience of co-ordinating locally based services	✓		A/I
Experience of working effectively with others to deliver cross sector or cross service projects	✓		A/I
Working on community safety/neighbourhood issues	✓		A/I
Developing and undertaking community involvement and cohesion activities	✓		A/I
Working on community / neighbourhood issues to achieve prescribed objectives.	✓		A/I
Working in a multi-agency setting to achieve shared objectives.	✓		A/I
Experience of engaging and working with diverse faith communities and promoting dialogue with hard to reach communities	✓		A/I
Producing and implementing plans, monitoring and evaluating plans against objectives.	✓		A/I
Two year's experience in a service or operational area relevant to the area of service delivery in the remit of the post – e.g. community development	✓		A/I
Contributing to the development of projects and funding bids / packages of support.	✓		A/I
Collating and analysing data to monitor service delivery and identify local needs.	✓		A/I
Experience of responding to customer or community needs.	✓		A/I

Behavioural And Other Related Characteristics	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policies in the duties of the post and as an employee of the Council	<input type="checkbox"/>		A/I
Willing to take personal responsibility under and abide by the Council's Health and Safety Policies	<input type="checkbox"/>		A/I
Ability to resolve conflict	<input type="checkbox"/>		A/I
Flexible and adaptable	<input type="checkbox"/>		A
Prepared to undergo Home Office/ Police vetting	<input type="checkbox"/>		A

Method Of Assessment (MOA)	A = Application Form
	T = Test
	I = Interview
	C = Certificate