



SUFFOLK CONSTABULARY

JOB DESCRIPTION

Post: Emerging Communities Co-ordinator
Grade: Band E **Job Evaluation Ref:** JE57
District/Department: Community Safety
Sector/Section: -
Location: Landmark House
Reporting to: Partnerships Manager

ACTIVITIES AND RESPONSIBILITIES OF THE POST

1. Principal purpose of the role

To assist local policing teams in building and developing community partnerships and supporting various community groups. To undertake and support activities in areas such as hate crime, stop and search, mental health and Prevent. To provide specialist tactical advice on community engagement and oversight and support of Community Impact Assessments. To be involved at an appropriate level in conjunction with other staff in developing initiatives in relation to all protected characteristics.

2. Main activities of the role *(This list is not exhaustive)*

- Initiate and develop strategies, policies, procedures and practices, in consultation as appropriate, to ensure effective application of diversity and equality related legislation, guidance and advice.
- Provide specialist advice, support and assistance in the delivery of training packages, in conjunction with partners and the internal training department.
- Develop strategies with partners to address, cybercrime, internet fraud, and gypsy and traveller liaison, gangs and youth violence and stop search.
- Provide specialist tactical advice across the organisation at all levels in relation to community engagement and guidance on the interpretation, application and development of legislation as required.
- Provide oversight and advice in relation to Community Impact Assessments.
- Provide a point of contact for a range of external partners and co-ordinating attendance at community meetings in support of local policing teams and partners.
- Develop and undertake projects focused on community engagement and co-ordinating activities across local policing teams to help to reach and support various community groups.
- Build and develop community partnerships and undertake and support activities for stop and search and prepare briefing papers as required.
- To be involved at an appropriate level in conjunction with other staff in developing initiatives in relation to all protected characteristics.
- Any other duties commensurate with the role and grade as may reasonably be requested by line management.

3. Special conditions/Points to note

- a) The purpose of this job description is to indicate the general level of the duties and responsibility of the role, the duties may from time to time vary without changing the general character of the role or the levels of responsibilities.
- b) Whilst the role is normally based at the aforementioned location, you may be required to work at other establishments within Suffolk Constabulary as may be reasonably required. Police Staff Conditions of Service will be adhered to in such instances.
- c) All duties must be carried out in accordance with relevant Health and Safety legislation and good practice. A 'No Smoking in the Work Place' policy applies.
- d) All duties must be carried out in a manner that supports the Constabulary's commitment to equality and inclusion.

PERSON SPECIFICATION

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District/Department: Community Safety

Location: Landmark House

Essential Criteria

- 1. Proven experience of building and developing partnerships and contributing to multi-agency working
- 2. Proven experience of communicating with a diverse audience
- 3. Proven ability to work proactively using own initiative with a high degree of flexibility, integrity and motivation
- 4. Demonstrate effective problem solving skills with previous experience of dealing with difficult situations
- 5. Demonstrate knowledge of the community or communities in which you are required to work, in particular with hard-to-reach groups and minority communities
- 6. Demonstrate excellent verbal and written communication skills with the ability to create and deliver presentations
- 7. Basic keyboard skills with a working knowledge of Microsoft Word
- 8. Ability to fulfill the travel requirements of the post
- 9. Ability to be flexible regarding working hours and tasks

Desirable criteria

- 1. Previous knowledge of (and demonstrate a strong commitment to) equal opportunities, diversity policies and initiatives to promote inclusion