

Job Description



Job Title: Violence Reduction Coordinator	Service Area: Corporate & Community Resilience	
Directorate: Environment & Sustainable Transport	Post Number:	Evaluation Number: 6398
Grade: PO5	Date last updated: May 2022	

Overall Purpose of Job

1. Provide coordination across both the MOPAC funded and Newham Partnership investment to deliver, stabilise and reduce violence across the borough by identifying and ensuring that interventions are delivered effectively whilst coordinating action to address the major causes of violence across Newham.
2. Support the Community Safety Manager to deliver the Newham Community Safety Partnership priorities to reduce violence relating specifically to gang related violence and knife crime as well as violence against women and girls (VAWG), and other relevant priorities for the partnership that may emerge.
3. Working in partnership across a range of statutory and non-statutory agencies, responsible for coordinating the strategic and operational delivery of the Newham Community Safety Partnership violence reduction action plans.
4. Coordinate the tasking and delivery of interventions tackling violence alongside the work of partner agencies and the local community, feeding into strategic delivery boards and ensuring the interventions and risk management plans in place are having an impact on the reduction of violence within the borough.
5. Attend and provide input into relevant case management and strategic panels in place to tackle and manage violence and vulnerability issues.
6. Inform delivery and coordination of Newham's VRU Violence and Vulnerability Action Plan, promoting enhanced plan ownership amongst partners and its activities.
7. Ensure that the Newham Community Safety Partnership targets are met via collaborative actions plans and strategies across relevant Newham services and partners.
8. Monitor issues and gaps in violence and vulnerability provision in Newham.
9. Coordinate monitoring and reporting on commissioned services and outcomes.
10. Ensure robust partnership working, communication and reporting to MOPAC including the Violence Reduction Unit (VRU).

Job Context

The post holder reports to the Community Safety Manager, with line-management responsibilities for an officer working on the Integrated Offender Management (IOM) agenda.

1. The post holder will be part of the Corporate and Community Resilience senior team and will be required to assist in understanding service requirements, performance and operations.
2. The Community Safety Team works with the Community Safety Partnership, a statutory partnership of key agencies within Newham who deliver effective measures to reduce crime and fear of crime and promote community safety. The Violence Reduction Coordinator will take the lead for violence and vulnerability issues in Newham. Such issues are namely the priorities for the CSP in Newham including reducing serious violence and VAWG. Newham has many violence and vulnerability issues in the borough and as such this impacts on the overall crime rate.
3. The coordinator will take the lead for developing community safety programmes and initiatives around violence and vulnerability in partnership with council services, statutory agencies, and voluntary sector and community groups to ensure we respond to violence and vulnerability issues reflective of the CSP priorities and objectives.
4. This post will act as strategic lead for the violence and vulnerability issues in Newham and coordinate work around violence reduction and VAWG.
5. To manage the IOM Officer and contribute to developing and leading the community safety team, with a focus on high performance and continuous improvement.
6. To promote a philosophy of putting our residents at the heart of everything we do and to put in place arrangements that involve residents, businesses and service users in the development of services.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

- 1. Develop relationships and manage work with partners including:**
 - 1.1 Working with key stakeholders including: Police, Voluntary Sector services, the Probation Service, Health Economy, Children's and Adults Social Care, Housing, etc. to ensure the ongoing growth and development of Newham's Violence Reduction and VAWG priorities.
 - 1.2 Coordinating and developing partnership working internally and externally to the council, ensuring that violence and vulnerability agendas complement each other and other areas of work including mainstream activities; IOM, Newham's Families First Service, Pan London Rescue & Response Project, MASH, YOS, MAPPA amongst others.
 - 1.3 Working with key stakeholders and community leaders to continually monitor and assess local need and assess gaps within violence and vulnerability provision.

- 1.4 Liaising with criminal justice partners (Police, Courts and prisons) to ensure that robust and holistic action is taken to reduce offending relating to violence and vulnerability related crimes including gang crime and VAWG and increase conviction rates for offenders.
- 1.5 Liaising with key stakeholders to ensure that robust and holistic interventions are in place to reduce victimisation relating to violence and vulnerability related crimes including gangs, serious youth violence, knife crime and VAWG, and overall increase victim support.
- 1.6 Supporting the delivery of statutory obligations of the Newham Community Safety Partnership and ensure the requirements relating to section 17 of the Crime and Disorder Act (1998) are embedded in the council and are prioritised across the partnership.
- 1.7 Ensuring regular ongoing communication and feedback to key stakeholders and communities.

2. Work with partners to develop and implement effective violence and vulnerability strategies in Newham, including:

- 2.1 Coordinating, implementing and monitoring violence and vulnerability strategies and action plans.
- 2.2 Developing an integrated service delivery model involving key partners through ensuring effective operating policies and procedures are in place to tackle violence and vulnerability issues.
- 2.3 Coordinating the strategic delivery groups ensuring effective governance for violence and vulnerability issues, ensuring appropriate strategic direction is taken working collaboratively with the group chairs.
- 2.4 Ensuring effective borough delivery of multi-agency resourcing and panels, leading decision making and partnership commissioning.
- 2.5 Ensuring an annual review of the strategic assessment of the borough violence and vulnerability issues to help inform appropriate support and interventions; helping to address service and intervention gaps through effective commissioning.
- 2.6 Coordinating effective cross departmental commissioning options for shared priorities.
- 2.7 Identifying and working with intervention providers to ensure adequate service provision is provided using effective project/contract management.
- 2.8 Develop cross border and regional partnerships to ensure sharing best practice and progress information sharing.

3. Coordinate the delivery of violence and vulnerability strategies and action plans in Newham including:

- 3.1 Commissioning a range of services for violence and vulnerability related crimes, through the management and administration of the community safety team budget.
- 3.2 The post holder will be responsible for managing a budget, managing all allocated resources commissioned by the CSP and ensure all financial and performance claims are completed and sent to the partnership and funding bodies such as MOPAC.

- 3.3 The preparation and planning for new commissions including tendering out for services where required to ensure a coordinated package of effective interventions and initiatives are in place.
- 3.4 Ensuring effective and efficient multi agency panels (Gangs, MARAC) are in place and overseeing the coordination of such panels to tackle V&V issues.
- 3.5 Providing specific expertise and knowledge to the team and wider partnership on the V&V issues inclusive of gang related agendas, reducing violence and vulnerability issues and VAWG and domestic abuse to aid an increase in community safety.

4. Monitor and report on violence and vulnerability issues, including:

- 4.1 Monitoring and reporting on performance and progression of priority strategies and action plans to the Community Safety Partnership and delivery boards.
 - 4.2 Governance of the operating model (including panels) and quality assurance for the wider interventions.
 - 4.3 Analyse, develop and agree outcomes to be reported on with partners such as offending rates, flagged offences, arrests and reduction in risk etc.
 - 4.4 Monitoring and reporting on intervention performance, ensuring and developing best practice (including reference to Safe Lives guidelines and Home Office EGYV programme).
 - 4.5 Monitoring and reporting to CSP and delivery boards on strategic and operational issues raised related to performance and progression.
 - 4.6 Holding partners to account for delivery of interventions.
 - 4.7 Overseeing data submission into Community Safety team from V&V service providers and overseeing data submission out from Community Safety team to central government, MOPAC, CSP and other reports as required.
5. Effectively manage staff in line with council HR policies, contributing to their professional development, supervision and appraisal and to the development of effective performance monitoring and management systems and processes.
 6. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguard the health and wellbeing of children and vulnerable adults.
 7. Undertake any other responsibilities and duties as required commensurate with the general grade of this role.

KEY PERFORMANCE INDICATORS to include:

- more residents satisfied with the borough as a place to live;
- fewer complaints about ASB and nuisance;
- more people feeling safe in the borough; and
- Service user satisfaction increasing

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Personal Specification



Job Title: Violence Reduction Coordinator	Service Area: Corporate & Community Resilience	
Directorate: Environment and Sustainable Transport	Post Number:	Evaluation Number:
Grade: PO5	Date last updated:	

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p>KNOWLEDGE:</p> <ul style="list-style-type: none"> • Good understanding of factors leading to and involved in violence and vulnerability related crime and influencing factors affecting offending and victimisation. • Working knowledge of Crime and Disorder Act (1998) and other relevant legislation. • Good working knowledge of current issues in criminal justice related to VAWG agenda, including domestic abuse and other harmful practices. • Good working knowledge of current issues in criminal justice related to Gang and knife related crime, serious violence including youth violence, links of girls and gangs, exploitation and county lines. • Working knowledge of legislation related to sharing and disclosure of information. • Working knowledge of outcome based performance management. • Educated to degree level or appropriate relevant experience. 	<p>Application Form/Interview/Test</p>

<p>EXPERIENCE:</p> <ul style="list-style-type: none"> • Proven experience of developing multi-agency partnerships to deliver action plans, initiatives and strategies. • Experience of working on VAWG (specifically domestic abuse) agenda and roles and responsibilities of various agencies involved in responding to it. • Experience of working on gang and knife crime agendas and the roles and responsibilities of various agencies involved in responding to it. • Experience of commissioning and performance monitoring for effective contract management. • Supporting and developing multi-agency protocols and strategies. • Development and delivery experience of violence and vulnerability strategy and work programmes • Experience of leading and governing partnership programme delivery • Experience of managing budgets including grant allocations. 	<p>Application Form/Interview</p>
<p>SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> • Proven management and/or supervision experience and ability to support senior management to develop a team. • Proven ability work on own initiative and particularly use your initiative to resolve issues whilst keeping management fully informed of progress and seeking guidance when needed. • Ability to commission services in response to identified needs, understanding the principle of best value and monitoring the performance of commissioned services where appropriate. • Proven ability to plan and execute multi-agency partnership programmes, initiatives and strategies. • Proven ability to develop successful partnerships, engaging key partners. • Proven ability to work under pressure and to meet tight deadlines. • Excellent verbal and written communication and experience of high level report writing and presentation of reports to varying audiences including elected members and senior management. 	<p>Application Form/Interview</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p>	

<ul style="list-style-type: none"> • Ability to establish good relationships with colleagues and stakeholders. • Ability to organise own workload and meet targets. • Ability to maintain confidentiality with regard to secure data and communications. 	<p>Application Form/Interview</p>
<p>OTHER SPECIAL REQUIREMENTS:</p> <ul style="list-style-type: none"> • Willingness to work flexibly and respond to needs of the service, including working evenings and weekends as well as attending residents meetings and resident engagement events across the borough. • This post is subject to a standard DBS check. • The Local Government & Housing Act 1989 imposes restrictions on political activities for certain categories of local government employees. This post may be considered politically restricted in accordance with the provisions of the above Act. Should this be the case you will be notified and your contract of employment amended • This post is exempt from The Rehabilitation of Offenders Act (1974). • To understand and comply with the requirements of the Health and Safety at Work Act 1974. • Commitment to the Council's Equal Opportunities Policy and Acceptance of their responsibility for its practical application. 	<p>Application Form/Interview</p> <p>Satisfactory clearance at conditional offer stage, as applicable</p>