

RUGBY BOROUGH COUNCIL

JOB PROFILE

Post No.

Post Title: Community Safety Projects Officer

Unit/Team: Warden Service

Grade: Grade E

Service: Regulation and Safety

Reports to: Community Safety Team leader

Issue Date: March 2025

PURPOSE OF THE JOB

The postholder will facilitate the delivery of the Council's Community Safety priority projects and explore funding opportunities, including completing grant applications.

The role involves a mix of both planned and reactive project work, in adherence to deadlines.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 To be responsible for the facilitation of the Council's Community Safety Projects enabling the priorities of the Community Safety Partnership.
- 1.2 To secure funding through grant applications from diverse sources for Community Safety, including but not limited to the Office of the Police & Crime Commissioner, Home Office, and Warwickshire County Council.
- 1.3 To ensure goals are met within deadlines and budget constraints, acting as a liaison between stakeholders/partners.
- 1.4 To monitor project progress to support outcome achievement, track progress against KPIs, and identify potential risks and issues.
- 1.5 To prepare reports, manage documentation, and maintain project files.
- 1.6 To liaise and work collaboratively with partners, businesses, and voluntary organisations to maximise project potential.
- 1.7 To manage stakeholder/partnership relationships, ensure effective communication, and address concerns.
- 1.8 To maintain budget awareness, monitor expenditures, and highlight potential overspend risks.

- 1.9 To maintain up-to-date knowledge of relevant legislation
- 1.10 To undertake any other reasonable duties within the scope of the role.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 Support the Environmental Health and Community Safety Manager with statistics and record keeping.
- 2.2 Contribute to education, promotion, and publicity campaigns.
- 2.3 Ensure compliance with Health & Safety legislation and Council policies.

3. SUPERVISORY RESPONSIBILITIES

None.

4. FINANCIAL RESPONSIBILITIES

The postholder will not be a budget manager but will be expected to make funding applications, monitor budgets, and advise the Community Safety Partnership on the effective use of funding secured.

5. RESPONSIBILITY FOR ASSETS AND DATA

Responsible for all equipment and data used to perform the role.

6. EXTENT OF PUBLIC CONTACT

Engages with the public, local authorities, youth agencies, government departments, Warwickshire Police and Fire Service, tenants, housing associations, Councillors, and other stakeholders.

7. WORKING CONDITIONS AND ENVIRONMENT

Primarily office-based with hybrid work permitted (subject to agreement with the Team Leader). Occasional lone-working and fieldwork within the community. Out-of-hours work may be required.

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of

the Council. These will cover responsibilities and requirements for the following:

Financial Accounting
Equality and Diversity
Health and Safety
Risk Management
Anti- Fraud
Data Quality and Data Protection
Business Continuity
Major Emergency Plan
Procurement and Contract Management
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION

Post: Community Safety Project Officer

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Experience in planning and managing projects	E	I/D
Ability to work as part of a team and use own initiative	E	A/I
Ability to deal with challenges and problem solving skills	E	A/I
Excellent communication skills, both written and oral	E	A/I/T
DBS and police vetting	E	A
Computer Literate, able to use a variety of Information Technology, eg Outlook e-mail, calendar, Word, Excel (including pivot tables etc) and PowerPoint	E	A/I
Educated to GCSE level, grades C and above or grade 4 and above in maths and English.	E	D
Excellent numeracy skills with an ability to use appropriate mathematical and statistical techniques to analyse, interpret and present data and statistics	E	A/I
Able to work at pace, dealing with high volumes of work and deliver to given deadlines	E	A/I
Awareness of the need to work within financial and procurement guidelines to ensure cost control and value for money	E	A, I
A commitment to work within our CAN DO values	E	A/I
Experience of working in local government or similar environment	D	A/I

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D