

Temporary Community Safety Officer

Job Description and Person Specification

Directorate:	Environment	Service:	Community Safety
Responsible to:	Environmental Protection & Community Safety Manager	Responsible for:	N/A
Grade:	7		
Location:	Civic Centre, Poulton-Le-Fylde		

Job Purpose:

To lead and coordinate community safety activities and interventions that support the delivery of community safety priorities and which contribute to safer, stronger and more resilient communities. The postholder will work with residents, communities and partner agencies to identify and respond to emerging community safety concerns, including crime, anti-social behaviour, hate crime, community tensions, violence reduction, exploitation and vulnerability. The role will help develop initiatives, strengthen community resilience and improve confidence in community safety services through effective engagement and partnership working.

Key Tasks & Responsibilities:

1. To develop and maintain effective working relationships with residents, the police, housing providers, health services, schools, youth services, voluntary and community organisations, faith groups and other stakeholders to support delivery of the Community Safety Partnership's strategic priorities and local community safety action plans.
2. To gather and assess community intelligence and data to identify emerging risks and issues affecting community safety to inform problem solving approaches and coordinate appropriate interventions with partners.
3. Work with partners to promote and help develop early intervention and prevention programmes that address the root causes of community safety concerns, including

anti-social behaviour, hate crime, serious violence, exploitation and community tensions.

4. To collaborate with strategic multi-agency delivery partners on action plans developed across agendas such as Clear Hold Build, Prosper, Serious Violence Reduction, the Community Alcohol Partnership, etc
5. To promote community resilience and encourage residents to play an active role in creating safer neighbourhoods.
6. To liaise with and support the Communities Team on community cohesion initiatives and projects that encourage inclusion, participation and mutual understanding between different groups.
7. To facilitate community meetings, forums, engagement events and consultation activities that gather community intelligence, share information and support local problem solving.
8. Ensure seldom heard and vulnerable communities are represented and engaged in community safety initiatives.
9. To identify and monitor community tensions and hot spots with partners and support the co-ordination of a multi-agency response to reduce tensions and / or undertake preventative work.
10. To support community-led projects that strengthen resilience, improve neighbourhood relationships and enable collaborative problem solving.
11. To identify funding opportunities to address priority issues and help develop external funding bids including liaison with other departments, external partners and the voluntary, community, faith and social enterprise sector.
12. Lead or contribute to projects and events that prevent crime, anti-social behaviour, discrimination and community conflict.
13. To monitor and evaluate projects and interventions, measuring their impact and outcomes
14. To undertake targeted youth engagement work that supports early intervention, strengthens trust with young people and promotes positive community safety outcomes.
15. To represent the Community Safety Department at partnership meetings and multi-agency forums and events.
16. To co-ordinate joint initiatives and campaigns that encourage reporting, improve community safety outcomes and increase public participation and confidence.
17. To support partners and communities to improve understanding of local community safety issues and available support services.
18. To maintain accurate records and ensure compliance with information governance and data protection requirements.
19. To contribute to the development and work of the Community Safety Department and to be flexible to work with members of other teams in the Council as required.

Corporate Responsibilities:

The postholder will be expected:-

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.

- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.
- To support the delivery of the Council's Climate Change Strategy and Action Plans to achieve net zero in 2050.

QUALIFICATIONS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Qualification or equivalent and relevant knowledge and experience in community safety and / or community cohesion / engagement.	Essential	Application/Interview
Good general education, GCSE English and Maths grade C or above.	Essential	Application/Interview

SKILLS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Strong interpersonal and communication skills, both written and verbal.	Essential	Application/Interview
Excellent organisational and time management abilities.	Essential	Interview
Ability to work independently and as part of a team.	Essential	Interview
Ability to present and communicate ideas and issues effectively to a wide range of individuals / groups	Essential	Application / Interview
Empathy, patience and a genuine commitment to helping others.	Essential	Application/Interview
Proficiency in using office software (e.g., Microsoft Office Suite)	Essential	Application/Interview
Ability to manage a high workload and conflicting priorities.	Essential	Application / Interview
Evidence of ability to effectively listen, question, communicate, co-ordinate and negotiate positive outcomes.	Essential	Interview

Ability to use initiative and respond positively to change.	Essential	Interview
Ability to enthuse, motivate and build strong, sustainable relationships with partners and customers.	Essential	Interview

Ability and enthusiasm to take responsibility for self-development	Desirable	Application / Interview
--	------------------	-------------------------

EXPERIENCE	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Previous experience in community engagement / cohesion, community safety initiatives	Essential	Application/Interview
Previous experience of partnership working	Essential	Application/Interview
Experience of providing support to individuals and organisations	Essential	Application/Interview
Experience of producing reports and action plans	Essential	Application/Interview
Experience of co-ordinating and submitting funding bids	Essential	Application/Interview
Experience of monitoring and evaluating the impact of projects.	Essential	Application/Interview
Previous experience of working in local government	Desirable	Application/Interview
Experience of engaging with a wide range of individuals / communities including young people	Desirable	Application/Interview
Experience in bringing people together and organising initiatives / events	Desirable	Application/Interview

ADDITIONAL REQUIREMENTS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues	Essential	Application/Interview
Regular and Reliable Service	Essential	Application/Interview
Demonstrate behaviours that support our values	Essential	Application/Interview
Availability to work flexible hours, including some evenings and weekends	Essential	Application/Interview

Successful completion of an enhanced DBS background check as required by local government.	Essential	On offer of post
--	------------------	------------------

**Our Values are key to delivering our vision, plans and strategies.
All Behaviours listed are essential to the post.**

			
Professional	Innovative	Collaborative	Customer focused
In being professional we...	In being innovative we...	In being collaborative we...	In being customer focused we...
• Have pride in how we represent the council • Treat people with respect and consideration • Are conscientious and carry out our work to a high standard • Carry out our work activities in an honest and ethical manner	• Proactively embrace change and learn from our mistakes • Challenge and constructively question existing processes • Make best use of our resources to provide excellent services • Encourage creative thinking with colleagues and peers	• Communicate effectively with colleagues and stakeholders • Develop productive relationships and achieve the best results • Recognise and embrace the knowledge and skills of others. • Embrace the concept of one team one council and all work together	• Strive to provide excellent services • Understand our customers' needs and consider things from their perspective • Effectively communicate and manage expectations • Actively seek ways to maximise customer satisfaction

Special Conditions:

(e.g. Weekend work, shift allowance, car/mileage allowance)

- The council operates a strict non-smoking policy.
- Casual car user allowance. Casual Car User's will be paid at the middle band. You will be required to provide your own means of transport.
- Required to work outside of the Council's normal working day including evenings and weekends. Time off in lieu will be granted for work undertaken outside the Council's flexible working scheme.
- The post holder will be required to undertake an Enhanced DBS check.

Prepared by: Environmental Protection & Community
Safety Manager

Date: August 2026

Post Holder Signature:

Date: