

## Job Description

Job Title: Prevent Coordinator

POSCODE: CCC2834

Grade: P1

### Overall purpose of the job

Prevent Coordinator is a fixed term post until 31 March 2026, with the possibility of further extension subject to funding.

The Prevent Coordinator will support with the Council's delivery of its statutory Prevent Duty and work with the Council's Prevent lead to ensure the Duty is met at all times.

The Prevent Coordinator will lead on Prevent training and community engagement, in collaboration with partners across the county. Leading and overseeing the countywide training plan, the Prevent Coordinator will deliver training sessions to improve awareness and understanding of Prevent and ensure uptake of training is improved and monitored countywide.

The Prevent Coordinator will also lead and oversee countywide community engagement across Cambridgeshire, supporting the arrangement and co-ordination of events and forums to improve Prevent awareness.

The postholder will work closely with Peterborough City Council, as well as upper tier authorities in the East of England to share best practice and encourage join up across the region.

### Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

1.	Support the Council's approach to the national Prevent Duty, ensuring that we are at all times meeting the statutory duty set out by the Home Office with a focus on Prevent training and community engagement.
2.	Lead and oversee countywide training and community engagement in relation to the national Prevent Duty, including development and management of a countywide action plan that reviews training uptake across internal teams and local partners.
3.	Oversee and monitor the completion and uptake of Prevent training across all statutory partners in Cambridgeshire in accordance with Home Office Prevent Duty guidance the .

	Identify training need and knowledge gaps across the county, including the local threat picture, to inform this training plan.
4.	Deliver training to a range of colleagues and external partners, encouraging best practice within the Prevent Duty. Work with other statutory partners, such as district councils, to co-deliver training sessions.
5.	Lead community engagement with the Prevent duty across Cambridgeshire, through community based events, groups and forums to increase awareness and the reporting of concerns.
6.	Develop and maintain strong partnership links across the county, including internal colleagues, district councils, police, health and education, as well as other East of England local authorities.
7.	Provide capacity in support of Peterborough City Council's national Prevent Duty where required, to include training delivery and facilitating community engagement events.
8.	Support with preparation for the quarterly Prevent board and deliver any updates provide recommendations where appropriate and provide analysis of suitability of Prevent referrals to inform training requirement and address knowledge gaps. Support with preparation for the annual Home Office assurance visit.
9.	Produce regular briefings for senior colleagues and Elected Members , using the information captured by the Home Office and Counter Terrorism policing nationally and locally.
10.	Deputising for the Council's Prevent Lead at local, regional and national forums or conferences in relation to the Prevent Duty representing the organisation.
10.	Demonstrate an awareness and understanding of equality, diversity and inclusion.
11.	Ability to contribute to our organisational commitment to becoming a Net Zero organisation by 2030.
12.	<b>Safeguarding commitment)</b> We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

## Person Specification

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Key Skill Level 4: Bachelor's degree; HNC; HND NVQ level 4 or equivalent significant experience in a related field.	In any relevant field	Essential
Evidence of Continuous Professional Development		Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
Prevent Duty	Knowledge of the national Prevent statutory duty and associated requirements of the council to ensure it meets the duty.  Knowledge of the roles and responsibilities of an upper tier council in relation to Prevent.	Essential  Desirable
IT systems	Proficient in the use of Microsoft Office, including Word and Excel, and the ability to learn new systems quickly.	Essential
<b>Skills</b>		
Communication	Sound interpersonal skills at all levels including the use of presentations, reports, and other written documentation that can convey comprehensive information in a meaningful way.  Ability to be able to collect information from across a team, partnership or area of responsibility and collate it in a concise and impactful way.  Proven verbal communication and relationship management skills, the ability to initiate, develop and manage	Essential

	complex partner, community and stakeholder relationships.	
Professionalism	Proven ability and capacity to act autonomously and with authority and make appropriate decisions.  Ability to work within professional boundaries and take responsibility and accountability for own work.	Essential
Management of workload	Ability to work independently, manage and prioritise own and team workload and cope with competing demands.	Essential
Problem solving	Ability to problem solve at pace and use initiative to develop innovative solutions and make informed decisions.  Ability to identify patterns and think creatively to adapt to challenges and overcome obstacles effectively.	Essential  Essential
<b>Experience</b>		
Prevent Duty	Previous experience of working within Prevent or community safety.	Desirable
Delivering training	Experience delivering training to internal colleagues and external partners.	Essential
Partnership working	Experience establishing highly effective operational links with colleagues from across the public and private sector.  Proven experience of working in partnership with other organisations to design and deliver support and services safely and effectively.	Essential
Equality, Diversity and Inclusion (applies to all roles).	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
Net Zero (applies to all roles).	Ability to contribute towards our commitment of becoming a net zero organisation.	Essential
Safeguarding (applies to all roles working with children/vulnerable adults).	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of	Essential

	children and young people/vulnerable adults.	
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#### Disclosure level

What disclosure level is required for this post?	None	Standard
	<u>Enhanced</u>	Enhanced with barred list checks

#### Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	<u>Hybrid</u>	Field	Remote	Mobile
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