Job Description

Title – Project Co-Ordinator HEAP

Post Number:	Await
Grade /Scale:	Grade 4
Weekly Hours:	37
Department:	Office of the Police and Crime Commissioner
Status:	Established 24 month Fixed Term Contract
Responsible To:	Director of Strategy, Partnerships & Commissioning
Responsible for:	No direct reports
Location Work base:	Force Headquarters
Job Role /Purpose:	To co-ordinate and deliver new and existing community projects Hyperlocal engagement activity programmes (HEAP), seeking opportunities to develop current practices to maximise engagement with Parish councils, NHW and other watch groups in accordance with the Police and Crime Plan objectives.
Contacts:	Police and Crime Commissioner and his senior staff, OPCC team, community groups within the Force area, businesses, charitable and voluntary sector organisations and key stakeholders, locally based partners, members of the public, officers within Leicestershire Police
Equality and Diversity	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people

Person Specification

Knowledge, Skills & Abilities

Essential Criteria
A clear definition of the necessary criteria.

Knowledge/ Education (including qualifications):

- Experience of providing administrative supporting to projects and/or change programmes. Proven ability to manage documents, prepare and present information and reports.
- Computer literate and experienced in the use of Microsoft Office products (Work, Excel, PowerPoint and Outlook).

Personal / Interpersonal Skills, Aptitudes:

- To work constructively with others, giving help and support to team members and colleagues.
- Effective communication skills, both oral and written, with the ability to collate and present information to others.

- Highly skilled at planning, organising and working under pressure to meet both internal and external imposed project deadlines and to ensure project team members adhere to relevant deadlines.
- Proactive and able to demonstrate initiative.
- Experience of problem solving, tackling issues and barriers in a logical manner.

Special Skills:

- Experience of raising invoices and PO's.

Other:

- An awareness and understanding of Equality and Diversity issues appropriate to this role.
- To travel for work purposes, predominantly within Leicester, Leicestershire and Rutland. *

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Core Responsibilities/ Accountabilities

Operational:

- Enthuse and facilitate local community groups, watch schemes and parish councils to develop crime prevention projects providing advice and guidance to support their processes.
- Work in partnership with said groups, residents and key stakeholders to deliver for the neighbourhoods and communities, building strong links with them to respond to the needs of those living in the area.
- Co-ordinate the project and timetable or work, working with colleagues in the office, force and community to deliver crime prevention initiatives, to create safe and prosperous communities where people can thrive.
- Develop a self-service toolkit for local groups to support proactive crime prevention to use and refer to.
- To attend Community events promoting crime prevention and community safety and the various funding opportunities.

Management/Leadership:

- Proactively seek opportunities for groups and the partnership to collaborate for crime prevention initiatives.

Communication:

- Proactively respond to any queries that are raised in relation to the project keeping stakeholders updated on progress and keeping internal colleagues updated.

- Promote the work of the scheme through regular briefings, social media and where appropriate in local newsletters/bulletins.

Administration:

- To promote community safety and crime prevention initiatives and provide relevant crime prevention information and signposting to members of the public.

General:

- The post holder will be also required to carry out such other duties as may be determined from time to time to be within the general scope of the post.

Other:

- The post holder will need to offer flexibility to working hours and be prepared to travel around Leicester, Leicestershire and Rutland as required by the responsibilities.

- Required to work in a team that is coordinating a number of projects and workstreams.

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Personal Values /Competencies

The competency and values framework sets out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non policing roles see here : Competency and Values framework

We analyse critically
We are innovative and open-minded
We are emotionally aware
We take ownership
We are collaborative
We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do :

Integrity
Impartiality
Transparency
Public Service

Other

Security Check Levels refer to vetting for the specific levels that relate to this job role:

Recruitment Vetting (NPPV 2)

Due to the requirements of the vetting checks applicants must have 3 years continuous residency within the UK at the time of application.