**TITLE OF POST:** Community Safety Administrator

**GRADE:** Scale 4 (SCP 18-21)

**RESPONSIBLE TO:** Watch Manager B, Prevention and Education, SHQ

**MAIN PURPOSE OF JOB:** To co-ordinate Prevention and Education function campaigns and projects from a central location, and provide administrative and/or other support to assist with Community Safety function delivery.

**MAIN DUTIES AND RESPONSIBILITIES**

**1 GENERAL DUTIES**

1.1 To promote the Service vision, ‘Creating the safest community’.

1.2 To co-ordinate and supervise the design, delivery and evaluation of Prevention and Education campaigns, projects and initiatives.

1.3 To disseminate information on Prevention and Education function campaigns, initiatives, projects and policies to all locations.

1.4 To liaise with other organisations, partners e.g. CDRPs etc. and Prevention and Education function personnel, to ensure the most effective delivery of the organisations Prevention and Education strategy.

1.5 To assist with the development of new and existing partnerships, within the Prevention and Education function. This will involve the co-ordination and recording of all details relevant to the organisations partnership work.

1.6 To support and develop operational ownership of Prevention and Education, particularly the delivery of Prevention and Education strategies.

1.7 To collate relevant information in support of national and local Prevention and Education aims and objectives.

1.8 To assist and support the delivery of national and regional Prevention and Education projects, initiatives and campaigns.

1.9 To control the invoicing/ SAP/ purchasing requirements of the Prevention and Education department.

1.10 To undertake administrative and clerical duties as required including minute taking for Prevention and Education department.

1.11 To ensure compliance with the Data Protection Act and ensure data security is maintained.

1.12 To attend internal and external training courses as necessary.

1.13 To organise travel, accommodation and subsistence to support the Prevention and Education department.

1.14 To update and record department budgets including stock control and monitoring.

1.15 To manage the Prevention and Education email account.

1.16 To undertake any other duties appropriate to the post.

**2 HEALTH AND SAFETY (GENERAL POLICY)**

* 1. By reference to current health and safety legislation and the Service’s Health and Safety Policy to ensure that: -
* A safe place of work is maintained by the establishment and continuance of health and safety inspections of premises and equipment.
* All accidents involving personnel and/or equipment are reported and investigated in line with prescribed principles.
* All health and safety defects are reported as appropriate.

**3 EQUALITY AND DIVERSITY (GENERAL POLICY)**

3.1 To ensure an understanding and commitment to diversity and equality in accordance with Service policies and procedures and demonstrate positive promotion of diversity and equality principles through working to the Service’s core values.

**4 SAFEGUARDING**

* 1. To promote the application of the Authority’s Safeguarding Policies.

**5 ENVIRONMENT STRATEGY**

5.1 To demonstrate an understanding and commitment to the Service’s Environment Strategy, in relation to the environment and carbon reduction policies.