**TITLE OF POST: COMMUNITY ENGAGEMENT COORDINATOR**

**GRADE: SCALE 4 (SCP18-21)**

**RESPONSIBLE TO: COMMUNITY RELATIONSHIP MANAGER**

**MAIN PURPOSE OF JOB:**

To be responsible for the coordination of community engagement projects, delivering community engagement activities and the maintenance of the volunteering policy.

**MAIN DUTIES AND RESPONSIBILITIES**

**1 GENERAL DUTIES**

* 1. To promote the Service vision, ‘Creating the safest community’.
  2. To ensure that all policies and procedures within the function are adhered to and in accordance with regulations, lean thinking and value for money principles.
  3. To assist in the development and implementation of relevant functional policies and procedures in line with current and future national policy, best practice, corporate priorities and are compliant with all relevant UK and EU legislation.
  4. To be responsible for the effective coordination and management of the volunteers programme.
  5. To coordinate the activities and performance of Service volunteers and team members, reviewing and monitoring personnel with regard to performance, effectiveness and development.
  6. To contribute to the delivery of effective community engagement activities organising, coordinating and facilitating events and initiatives to promote and deliver the volunteer programme/work of the Service as appropriate.
  7. To establish and maintain links with the community and appropriate partners/organisations to facilitate the delivery of the Volunteer Programme; liaising internal and external stakeholders as appropriate.
  8. To be responsible for the production and delivery of appropriate training aids, presentations and programmes in line with the needs of the Service, developing specific training to meet individual needs where appropriate.
  9. To be responsible for the preparation and analysis of data and information as required, producing a variety of reports and documents to support and inform management decision making.
  10. To undertake evaluation activities, monitoring the effectiveness of community safety initiatives and the volunteer programme.
  11. To undertake a variety of administrative and clerical duties as required.
  12. To ensure compliance with the Data Protection Act and ensure data security is maintained.
  13. To attend internal and external training courses as necessary.
  14. To undertake any other duties appropriate to the post.

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

2.1 By reference to current health and safety legislation and the Service's

Health and Safety Policy to ensure that all employees:-

* Take reasonable care for their own health and safety
* Consider the safety of other persons who may be affected by their acts or omissions and to cooperate with their employer to perform and comply with any duties or requirements imposed upon them
* Work with machinery, equipment and substances in accordance with information and training provided
* Refrain from intentionally misusing or recklessly interfering with anything that has been provided for the purpose of health, safety and welfare
* Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay

**3 DIVERSITY AND EQUALITY (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 CHILDREN AND VULNERABLE PERSONS**

* 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.