

## Job Description

**Post Title:** Prevent Co-ordinator A4473

**Evaluation:** 596 Points **Grade: N9**

**Responsible to:** Community Safety Lead

**Responsible for:** N/A

**Job Purpose:** To provide day to day leadership, management and delivery of Prevent across the Council and its statutory and non-statutory partnerships.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Co-ordinate all Prevent activity on behalf of the local authority. Promote the Prevent strategy across both statutory and non-statutory partners, keeping up to date with changes and guidance issued by Office for Security & Counter Terrorism (OSCT).
2. To direct the day to day activities of the Prevent Education Officer and provide ongoing support as required.
3. Develop, maintain and drive the delivery of a Prevent Delivery Plan in cooperation with relevant statutory partners. The plan will have clear priorities, actions, deliverables, timelines and owners. The Delivery Plan will be reviewed quarterly at board level.
4. Ensure strong governance arrangements are in place to oversee and direct Prevent work locally. This should be in the form of a Prevent Delivery Board or equivalent and should be chaired at senior level.
5. Work with the police and other relevant statutory partners (probation, prisons, and education colleagues) to maintain an up to date threat picture and analysis of the nature and extent of local radicalisation and extremist activity against which the Delivery Plan will deliver. Ensure that senior leaders within the council have a clear understanding of the current local threat picture, along with all relevant statutory partners with responsibility for delivering Prevent objectives.
6. Work with local communities, including businesses, voluntary and community organisations and faith organisations, to strengthen their understanding of Prevent work and their capacity to challenge extremist views and prevent people from being drawn into terrorism. Understand and gauge community sentiment.
7. Develop and maintain effective working relationships with the full range of Prevent partners including: police, Prevent institutions' officers, regional HE/FE and Health coordinators, probation and prison services, schools, colleges and all other relevant statutory partners involved in delivering Prevent. Ensure that any

blockages to delivering Prevent are escalated and resolved as quickly as possible, securing senior level support if necessary.

8. Identify individuals and groups requiring Workshop to Raise Awareness of Prevent (WRAP) training and deliver/oversee delivery of WRAP where required.
9. Engage in the local Channel Panel and raise awareness of Channel locally so as to increase appropriate referrals.
10. Work with venues to support them to develop policies and procedures in place for the management of speaker events, and work with partners.
11. Responsible for supporting the implementation of the Prevent duty in the Counter Terrorism and Security Act 2015 locally.
12. Run and oversee projects that respond to the local threat, in conjunction with the Home Office. Provide quarterly reports on their progress against outcomes and ensure that all returns are properly evidenced and submitted within deadline.
13. Maintain a good relationship with the designated account manager in the Local Delivery Team in the Home Office. This will involve informing the Home office about any local or national issues that impact on successful Prevent delivery.
14. To promote and implement the Council's Equality Policy in all aspect of employment and service delivery.
15. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.