

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Safer Communities Coordinator	Grade:	S02
Reports to (Designation):	Head of Safer Communities	Grade:	SMG3
Directorate:	Place	Department:	Safer Communities

Main Purpose of the job:

The Safer Communities Coordinator will play a pivotal role in supporting the delivery of the Council's Crime and Disorder Partnership priorities. Working across the Safer Communities team, the wider Council, and the Safer Lewisham Partnership, the postholder will help ensure a joined-up and strategic approach to reducing harm, crime, and violence in Lewisham. This includes aligning efforts with statutory duties and local plans to improve safety and wellbeing across the borough.

The role will contribute directly to the implementation of key initiatives such as the Serious Violence Duty, Strategic Needs Assessments, the Safer Lewisham Partnership Plan, and the Violence and Vulnerability Reduction Action Plan. The coordinator will support the development and coordination of these programmes, ensuring that intelligence, data, and community insight are used effectively to inform action and measure impact.

In addition, the postholder will work closely with various stakeholders, partners and other relevant services to promote a whole-system approach to community safety. By fostering collaboration and consistency across departments and partners, the Coordinator will help drive forward a more integrated and responsive approach to tackling the root causes of crime and supporting safer, stronger communities.

Summary of Responsibilities and Personal Duties:

- 1. Support Strategic Delivery**

Coordinate and contribute to the delivery of the Council's Crime and Disorder Partnership priorities, ensuring alignment with the Safer Lewisham Partnership Plan and other strategic frameworks.

- 2. Lead on Key Initiatives**

Assist in the implementation of statutory and strategic initiatives including the Serious Violence Duty, Strategic Needs Assessments, and the Violence and Vulnerability Reduction Action Plan.

- 3. Facilitate Cross-Sector Collaboration**

Work across Council departments, the Safer Communities team, and the wider Community Safety Partnership to promote a cohesive and integrated approach to community safety.

- 4. Promote Community Cohesion and Public Health Integration**

Collaborate with Public Health and Community Cohesion teams to embed a whole-system approach to reducing harm, crime, and violence across the borough.

- 5. Monitor and Evaluate Impact**

Support the use of data, intelligence, and community insight to inform planning, monitor progress, and evaluate the effectiveness of interventions. To lead on the effective monitoring of service providers to ensure that contracts and associated services are delivered on time and within budget and monitored via the Council's performance and finance systems

6. **Engage Stakeholders and Partners**

Build and maintain strong working relationships with internal and external stakeholders to support coordinated responses to community safety challenges.

7. **Support Operational Planning**

Assist in the development of action plans, reports, and briefings that support operational and strategic decision-making across the partnership.

8. **Champion Best Practice**

Identify and share best practices in community safety, ensuring that Lewisham remains responsive to emerging risks and opportunities.

In Addition

1. Accurately file and retrieve records in a timely manner, ensuring both electronic and paper-based filing systems are well-organised and up to date.
2. **Document Handling**
Perform photocopying, faxing, and scanning of documents to facilitate efficient distribution to relevant stakeholders.
3. **Document Preparation and Distribution**
Compile, print, and disseminate documents and materials as required to support operational and administrative needs.
4. **Event and Training Coordination**
Organise and support the delivery of events and training sessions, including booking venues, arranging catering, and coordinating travel and accommodation logistics.
5. **Policy Compliance**
Adhere to and promote compliance with policies and procedures related to GDPR, safeguarding, child protection, health and safety, security, confidentiality, and data protection. Promptly report any concerns to the appropriate authority.
6. **Financial Administration**
Raise purchase orders and process invoices in accordance with the Council's financial procedures and regulations, ensuring the accuracy and authenticity of all payments.
7. **Information Requests**
Research and compile information in response to complaints and Freedom of Information (FOI) requests, liaising with staff and managers to ensure timely and accurate submissions.
8. **Procurement and Inventory**
Order and distribute stationery, supplies, and service-specific equipment (including PPE), following standard approval processes and ensuring secure storage and inventory control.

Internal Contacts: These include Members of the Council, Executive Directors, Directors, Heads of Service, Service managers and other staff across the Council as appropriate.

External Contacts: This will include Members of Parliament, Members of local communities, London Mayor's Office for policing and Crime, NHS England, Police, Probation, Ministry of Justice, Home Office, schools, voluntary sector.

To carry out the duties of the post with due regard to the Council's relevant policies, codes and procedures.

To carry out duties with due regard to the Council's values and behaviours

All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff: 0

Title:	Grade	No of posts
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Number of partially managed staff: Three

Title: Safer Communities Transformation Project Officer	Grade SC6	No of posts 1
Title: Safer Communities Senior Business Support Officer	Grade SC6	No of posts 2

PERSON SPECIFICATION

Job Title: Safer Communities Co-ordinator

Grade: PO1

Department: Safer Communities

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person and are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equality & Diversity	
Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	S
Understanding of how equality and diversity relates to this post	S
Knowledge	
Excellent working knowledge of the principles of project and programme management	
Ability to both manage and support while maintaining high levels of accountability throughout the organisation	S
Experience of communicating with a wide range of stakeholders.	
Aptitude	
Ability to both manage and support while maintaining high levels of accountability throughout the organisation.	
To be a self-starter	
Able to establish effective and productive working relationships with senior managers, elected Members and other key stakeholders.	
Excellent prioritisation skills with an ability to execute tasks in a high-pressure environment.	
Skills	(To Be Tested – T)
Skills can only be used as shortlisting criteria if the skill is to be tested	
Excellent communication skills with the ability to convey ideas and present complex information in a clear and simple way.	S
Excellent interpersonal skills, with the ability to listen and understand the needs of the client or customer and be able to deliver appropriate and innovative solutions.	
Advanced use of IT systems including MS Office, Outlook, client information systems, Oracle and any other systems as appropriate.	
Excellent interpersonal skills, with the ability to listen and understand the needs of the client or customer and be able to deliver appropriate and innovative solutions.	
Experience	
Significant experience of supporting the management of, programmes or commissioning and procuring services in a public sector setting to successful outcomes.	S
Experience of providing support to a senior manager to plan, implement and monitor projects effectively.	

Significant experience of communicating with a wide range of stakeholders.	
General Education	
GCSE (1-3, A-C) of numeracy and literacy	S
Educated to degree level or a recognised project management qualification with relevant experience.	
Personal Qualities	
Demonstrates flexibility and embraces change.	
A strong and highly motivated team player.	
Candidates are expected to adhere to Lewisham's values	
Belief in providing a customer orientated service, focussing on people.	
Circumstances	
Be able to attend events/meetings & or facilitate projects at the weekend &/or evenings.	
To work beyond minimum hours as and when required to achieve deadlines.	
Physical	
Generally candidates must meet the standard Lewisham requirements for the post	

DBS Disclosure Required **Basic** ☒ **Standard** ☐ **Enhanced** ☐

(Tick as appropriate – guidance available from your HR Advisor, if a DBS is not required please leave boxes blank)