

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Safer Communities Community Cohesion Lead	Grade:	PO4
Reports to (Designation):	Crime and Violence Reduction Service Manager	Grade:	SMG1
Directorate:	Place	Department:	Safer Communities Service

Main Purpose of the job:

The Police, Crime, Sentencing and Courts Act 2022 requires councils to adopt a multi-agency approach to preventing and reducing serious violence. Community cohesion is central to this, demanding proactive engagement, early intervention, and coordinated support.

Build an extensive understanding of the issues and challenges associated with engaging communities to reduce crime, and violence in Lewisham. The role holder will utilise their excellent communication skills to represent the Council at internal and external forums, working closely with senior officers, elected Councilors, and central Government.

Build good working relations with partners and agencies including the Home Office, Mayor's Office for Policing and Crime (MOPAC), Violence Reduction Unit (VRU) and the Metropolitan Police and work to reduce crime and violence by implementing, advocating for, and advancing community cohesion in line with objectives agreed by Lewisham Council.

Develop an excellent local knowledge of the drivers, prevalence and wider harms of high volume, and neighbourhood crime (such as hate crime, anti-social behaviour, alcohol related crime) and violence in Lewisham and an understanding of those impacted by this.

Lead, engage and increase the resilience of communities and organisations/institutions and partners in responding to crime in Lewisham. Lead on the co-production and engagement with voluntary sector organisations and residents in designing and delivering an effective response to Safer Communities strategies including crime, violence reduction, prevent, substance misuse, and Violence Against Women and Girls (VAWG).

Identify and build a local network of trusted individuals, partners and organisations who are involved in building stronger communities and/or addressing violence, crime and promoting cohesion.

Ensure that communities are actively and fully engaged in identifying and implementing solutions to address crime and violence in Lewisham as part of the Safer Lewisham Partnership Plan and other council strategies.

Support community forums, including the Safer Neighbourhood Board (SNB) in Lewisham and work collaboratively with a range of agencies to build community capacity, support project development, and bid writing.

Provide support for forums such as putting together agendas, sending communications, and taking minutes, as appropriate, and be accountable for the generation of funding.

Focus on mapping current activity, identifying existing community champions, networks and supporting work with the community in areas disproportionately affected by crime and violence.

Lead and support the engagement and inclusion of faith based groups across the borough, including supporting the development of the interfaith forum in Lewisham.

The role holder will be passionate about all members of our communities, young and old, and community engagement and development, and the difference community led services can make to communities to assist with the inclusion of seldomly heard voices, and the prevention of crime and violence.

Summary of Responsibilities and Personal Duties:

- Coordinate responses to serious violence and community trauma, ensuring consistent, compassionate support for families and neighbourhoods.
- Act as a strategic link across directorates, tasking and aligning input from social care, education, police, probation, and voluntary sector partners.
- Drive delivery of the Lewisham Serious Violence Strategy, embedding cohesion as a core preventative measure.
- Manage and expand the Community Engagement Forum, increasing membership and ensuring diverse representation from across the borough.
- Support and oversee the Safer Neighbourhood Board and its sub-groups, ensuring alignment with council priorities and community needs.
- Support the Council's development and implementation of a borough-wide Community Cohesion Strategy, in line with the Mayor's manifesto and Select Committee recommendations.
- Monitor emerging community tensions, using intelligence and local insight to inform early intervention and reassurance activity.
- Coordinate post-incident engagement, ensuring a consistent approach to supporting affected families and communities, and facilitating multi-agency debriefs where appropriate.
- Support the Council's preparation for legislative change, including Martyn's Law, by engaging communities in public safety planning and ensuring readiness across council services.
- Deliver feedback loops to residents and stakeholders, ensuring transparency and accountability following consultations and engagement exercises.
- Contribute to policy development, providing insight and recommendations on cohesion, engagement, and violence reduction to senior leadership and elected members.
- Develop, review and update strategies, policies and briefings for enhancing community cohesion on a regular basis, ensuring it is based on evidence and good practice.
- Manage and coordinate the implementation of the relevant partnership strategies and policies.
- Lead Lewisham's response to developing a Citizens Panel, while also managing other programmes of work to motivate and influence other agencies involvement.

Strategic thinking and planning

This includes ensuring relevant intelligence and information is appropriately shared and recorded according to agreed protocols, and the information presented at multi agency panels and Boards are quality assured.

Develop the borough's risk assessment in relation to hate crime, crime and violence reduction, identifying local threats and any other issues, which undermine cohesion in Lewisham. This

includes grant funded projects covered across Safer Communities and other areas of work, for example the violence and vulnerability risk assessment and Serious Violence Strategy.

Use expert knowledge to identify and build relationships with individuals and groups in Lewisham who are credible and doing important work that contributes to agreed objectives, plans and strategies. This will include civil society organisations in Lewisham and may extend to regional and national bodies.

Deliver and maintain an updated analysis of hate crime, and other crime types issues locally, and identify the local priorities that emerge from this, making use of community knowledge and other information, which supports the wider delivery across Safer Communities.

This role directly supports compliance and delivery across key statutory duties and strategic commitments including: Serious Violence Duty; Martyn's Law (Protect Duty); Prevent Duty; Mayor's Manifesto; Lewisham Serious Violence Strategy; Corporate Strategy and Equalities Objectives.

Managing services and delivery

Work closely with the relevant departments across the Council to ensure a consistent and well-coordinated response to tackling all types of crime, community cohesion, and hatred of all kinds.

To promote trust and confidence in communities in relation to challenging crime and intolerant views.

To build close working relationships between the local authority, and community, and third sector groups including faith groups, women's organisations, youth organisations, charities, community leaders and vulnerable groups.

Lead on the commissioning and delivery of all relevant training and development for partnership work and voluntary organisations as appropriate.

Identify gaps in services and develop creative responses to address them.

Lead the Council's Community Engagement Forum, and support other forums such as the interfaith forum, whilst identify and developing Community Champions to promote positive messages that support crime reduction initiatives.

Develop new and innovative ways of working, recognising and promoting the positive benefit of change to improve services and achieve goals which includes enhancing cross border engagement.

Ensure the effective and appropriate sharing of information and intelligence is included in any current or new processes for reducing crime and violence reduction.

Ensure the collation of statistical and operational information relating to relevant crime types including the identification and mapping of developing trends.

Provide performance reports to the Safer Lewisham Partnership and other boards, as appropriate.

Ensure that all the work carried out for which the post holder is responsible for is in accordance with required Council standards and in line with legal requirements and national and local objectives.

Ensure that adequate monitoring and auditing processes are in place.

Review and development of the Community Engagement Strategy.

Undertake administrative and financial duties in line with the role, for example, the raising of invoices, purchase order, critical incident grant applications, along with financial and monitoring returns associated to grant funded project.

Communication

Negotiate and persuade effectively whilst retaining a high level of credibility with a wide range of stakeholders such as schools, housing services, youth groups, faith groups, community groups and wider.

Communicate in a confident, authoritative and assertive manner that is in line with established policies practices and priorities of the Council.

Facilitate and support campaigns that challenge hate crime and wider crime types and engage local groups in raising awareness of organisations, partners and individuals that promote hate and intolerance.

Communicate with the Mayor's Office for Policing and Crime (MOPAC), Violence Reduction Unit (VRU), Metropolitan Police Service (MPS) and other agencies, as appropriate, as well as other local authorities including senior officers.

Communicate with community stakeholders, leaders and representatives in a sensitive and transparent manner. This may be done through public presentations.
Provide regular briefings and information to Safer Communities, Head of Service and Safer Lewisham Partnership members.

Political sensitivity and personal effectiveness

Have an awareness of the organisational context and commitment to the Council's organisational values and beliefs.

Have a sound grasp of the strategies relevant to this area including the Safer Lewisham Partnership strategy, MOPAC, Government directions and best value.

Be politically sensitive and able to recognise and deal with a range of sensitive issues that impact on the service.

Assess own priorities, and to set objectives and deadlines while maintaining an awareness on the key priorities/accountabilities.

Managing projects and resources

Have a clear understanding of budget making processes and be able to manage a budget.

Make full use of MOPAC and Violence Reduction Unit (VRU) funding through the use of grants and critical incident funds.

Lead on bids for external funding on behalf of the Safer Lewisham Partnership and be responsible for their management within the regulations of the Council, ensuring appropriate monitoring to avoid overspends and underspends.

Proactively facilitate and develop engagement with partner organisations, supporting them to identify what support they require to consolidate and expand their reach, including signposting them towards, and helping them to submit high quality bids for local, regional, and national competitive process for accessing both in-kind and grant support.

Ensure all financial regulations are followed strictly and that evidence and other documentation for all expenditure is readily available when required.

Develop systems and processes to deliver on time, on budget and to agreed quality standards.

Development and support of Neighbourhood Watch across Lewisham and liaison with other Neighbourhood Watch schemes in other local authorities.

Contract management of projects including Neighbourhood Community Infrastructure Levy (NCIL) projects, as appropriate.

Ensure that all projects are managed within the constraints of current legislation, Government directions and the Council's approved management practices.

Apply effective project management techniques.

Facilitate the provision, coordination and deployment to partners of:

- Analytical, guidance, awareness raising and training products.
- Community Engagement Plans.
- Effective and comprehensive monitoring and evaluation assessments.

Team

Work as a member of the Safer Communities, Crime and Violence Reduction Service in the delivery of Borough wide crime and disorder reduction strategies and plans.

Work closely and collaboratively across departments and teams in Lewisham Council and wider crime reduction services.

Develop training opportunities for all partner agencies and stakeholders to effectively implement crime and violence reduction practices.

Work closely with the media and communications team when required to ensure appropriate messaging, campaigns and are publicised.

Ensure that sensitive and confidential information is dealt with in accordance with relevant acts and local policies.

Other duties and responsibilities:

The role holder will be required to undertake appropriate checks in accordance with LB Lewisham requirements.

To carry out the duties of the post with due regard to the Council's Dignity at Work Policy and core values.

All employees are required to participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work.

All employees are required to comply with the Council's Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public.

Assist in carrying out the Council's environmental policy within the day-to-day activities of the post.

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

Consideration will be given to making reasonable adjustments for a disabled postholder.

Desirable

successful candidates should have a good knowledge of the local area, local communities, and institutions. They will have a good understanding of what constitutes crime and violence reduction, hate crime, violent and non-violent extremism and how they can manifest in local communities, and the range of interventions that can create more cohesive communities.

Internal Contacts:

These include but are not limited to Community Services, Children and Young Peoples Services, Communications, Adult Safeguarding, Adult Education, Youth Justice Services, Housing.

External Contacts:

These include young people, parents, the wider community, schools, colleges, youth groups, private, voluntary, and independent organisations, businesses, housing associations, faith groups, homeless charities, Charity Commission, MPS, private sector security staff, Department for Works and Pensions (DWP), National Health Service (NHS), Integrated Care Boards (ICBs), Goldsmiths University, Lewisham College, Schools, Department for Education (DfE), Office for Standards in Education, Children's Services and Skills (Ofsted), Home Office, MOPAC, Ministry of Housing, Communities and Local Government (MHCLG), health partners and other agencies as required. 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:

Title: Safer Communities Community Engagement Officer	Grade PO1	No of posts 1
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Number of partially managed staff:

Title:	Grade	No of posts
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PERSON SPECIFICATION

Job Title: Safer Communities
Community Cohesion Lead

Grade: PO4

Department: Safer Communities Service

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	
Commitment to implement the Council's Equal Opportunities Policy	
Knowledge	
Knowledge of partnership work and Crime and Disorder Partnerships	S
Knowledge of engagement strategies and practices of engagement with vulnerable groups	S
Knowledge of legal aspects relating to Crime and Disorder Act 1998	
Knowledge of the criminal justice system	
Detailed knowledge of effective project management methodology and practices	
A clear understanding of budget making process and financial regulations and controls	
Excellent political awareness	
Aptitude	
Able to demonstrate a track record of strategic planning and the delivery of quality customer focused services	S
Able to demonstrate the ability to devise strategies for the service area and translate them into realistic plans	
Able to demonstrate a track record of applying strong analytical skills and laterally thinking to develop creative and innovative service solutions	
Ability to demonstrate political awareness and sensitivity when working with communities, elected members and media.	S
Ability to set personal priorities, objectives and deadlines while maintaining a focus on the key service priorities/accountabilities	
Able to manage and direct major service delivery initiatives and projects from inception to implementation within budget and set timescales	
Skills	
Excellent communication skills, particularly in producing and presenting reports and drafting communications.	T
Good presentation skills	
Excellent decision making skills	
Excellent interpersonal skills, including the ability to communicate and negotiate effectively and diplomatically, developing relationships with a wide range of stakeholders from diverse range of backgrounds.	

Excellent organisational skills, including the ability to work to deadlines, work under pressure and manage a heavy workload.	
Excellent level of competence in IT including Microsoft Office	
Excellent skills in planning and managing agreed work, responding to changing requirements and delivering agreed objectives within a set timeframe.	
Experience	
Significant experience of undertaking multi-agency work and a commitment to working in partnership at all levels to achieve shared goals or outcomes.	S
Experience in participation, engagement, or communications role.	
Significant experience of working sensitively within a variety of contexts, and adapting the way you work where appropriate, demonstrating creativity in utilising different communication methods to engage various stakeholders, including young people, parents, teachers, and members of the community.	
Proven track record of setting specific, measurable, achievable, realistic and time scaled targets	S
Experience of negotiation and conflict management	
Experience of undertaking research and policy analysis using the findings to shape day to day practice or affect future developments.	
Experience of creating and managing databases	
Experience of developing and managing multi-agency projects and establishing effective performance measures, determining and evaluating service quality, ensuring value for money.	S
Experience of working on own initiative within guidelines, planning, prioritising, and organising work	
General Education	
Educated to Degree level	
Awareness of Project management processes	
Numeracy and literacy to an excellent standard	
Personal Qualities	
Ability to acquire new skills and demonstrate a strong commitment to learning/continuous professional development for self.	
A proven track record of achieving measurable success and service improvement ideally gained within a multi-cultural and inner city environment.	
Circumstances	
Able to attend meetings / site visits in locations both inside and outside of the borough.	
Must be able to work flexible hours, i.e., some evenings and weekends, and occasional meetings outside normal working hours.	
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)