

## Job Description

<b>Job Title</b>	Prevent Communication and Delivery Officer
<b>Directorate</b>	Neighbourhoods and Housing
<b>Service Area</b>	Support Communities
<b>Grade</b>	7
<b>Competency Level</b>	2
<b>Salary</b>	£39,513 - £44,711
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Building
<b>Disclosure and barring service (DBS)</b>	Basic DBS
<b>Job Evaluation Ref No</b>	

## Job Purpose

To ensure that Liverpool's Prevent Strategy is implemented with key community and statutory partners across the Liverpool City Region. Co-ordinating activities and projects, monitoring and reporting on their progress. Supporting the Prevent engagement officer in developing and delivering localised training provision, to support the objectives of the Prevent Strategy. Building trust and confidence in Prevent approaches and strengthen community engagement across the Liverpool City Region. To build relationships with representatives from across the public,

voluntary, community and faith sectors to improve resilience to extremism and safeguard vulnerable individuals from exposure to and involvement in terrorism.

### **Directly Responsible for:**

Not applicable

### **Directly Responsible To:**

The Prevent Coordinator

### **Main Areas of Responsibility:**

- Coordination and operational management of the communication and engagement strategy to support and promote Prevent activity on behalf of the local authority and across the Liverpool City Region across both statutory and non-statutory partners including the design and distribution of a quarterly Prevent newsletter on behalf of the Liverpool City Region
- The single point of contact for Liverpool City Region Prevent enquiries in relation to concerns around radicalisation and extremism and facilitation of forums for community representatives to engage at round table events to discuss localised risks and threats
- Developing and delivering Localised Prevent training to support the Prevent engagement officer to address local need that supports and contributes to Liverpool's Prevent Action Plan, and in turn the Liverpool City Region L. A's action plans in co-operation with key partners
- Project manage commissioned projects and initiatives, booking venues and facilitating the training, monitoring, financial aspects and reporting against project budgets and feeding back on any issues or blockages to the Prevent Coordinator
- Develop and maintain effective working relationships with the full range of Prevent partners, including places of worship, Police, and all other relevant

statutory partners involved in delivering Prevent across the Liverpool City Region

- Acting as the Channel Single Point of Contact for Liverpool City Region Channel panels to offer signposting advice on how the Liverpool Prevent team can provide support via the Education Officer/ engagement officer or commissioned projects to mitigate the risks of radicalisation
- Arrangement of engagement events, including community roundtables and end of year projects celebration
- Managing the project facilitation across the entire LCR and working with Groundwork
- Due to changes in the funding stream this role has evolved and incorporates new aspects such as Prevent delivery, communications and training. The funding for the upgrade is reflected in the funding agreed for 25/26
- The team now covers the entire Liverpool City Region, this role now manage communications including information/resources/training advertisements/newsletter across the LCR and take queries from across the region acting as the channel spoc for the other 5 LA's in the city region. This role also observes and takes part in training and delivery ahead of 25/26
- This role will provide resilience to the team and cover training delivery when necessary in line with the requirements outlined in the Grant agreement

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance and deliver within budget on commissioned Prevent projects

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

## **Physical Demands of the Job:**

- This role will require sitting at a desk for long periods of time

## **Corporate Responsibility:**

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## **Competency Framework:**

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills

required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

## Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Degree/formal qualification in related disciplines or equivalent related experience (A)

## Experience

### Essential

- Knowledge of the Prevent strategy and the Channel duty (A/I)
- Understanding of the recent developments and key issues facing local government and key partners in relation to Prevent delivery (A/I)
- Experience of project management, including coordinating and delivering projects to deliver outputs and achieve successful outcomes (A/I)
- Experience of organising and delivering workshops and or training events (A/I)
- Experience of presenting information in a clear and concise manner, using the relevant software to produce timely and 'user friendly' information for presentations to various meetings and events (A)
- Experience of processing, tracking or administering financial documents, such as invoices for payment (A)

### Desirable

- Managing activities with multiple deadlines and stakeholders

- Experience of communicating and working with a range of professionals

## Skills/Abilities

### Essential

- Ability to develop and maintain working relationships with all partners, influencing and persuading stakeholders at all levels in order to deliver against the objectives of the post (A/I)
- Ability to address sensitive issues and identify appropriate solutions (A/I)
- Ability to develop community led programmes of work to challenge extremism and build cohesion (A/I)
- Ability to utilise project management techniques to ensure delivery of effective projects (A/I)
- Confident in public speaking and able to deliver effective presentations (A/I)
- Have excellent written communication skills and be able to make good decisions based on the information available (A)
- Able and prepared to attend evening and weekend meetings with stakeholders if required (A)

### Desirable

- Ability to manage activities with multiple deadlines and stakeholders
- Ability to work as part of a team demonstrating personal integrity and commitment to their work
- Ability to coordinate events and produce promotional materials

## Commitment

### Desirable

- Commitment to assisting the Council in the continued development of the services to ensure the best possible outcome for the prevent strategy
- Commitment to assisting the Council to implement a range of options and initiatives to help the prevent strategy
- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

## Other

### Essential

- Able to demonstrate an ability to interpret and respond to customer care issues affecting the provision of services to both internal and external customers (A)

### Desirable

- Flexible outlook and approach and the ability to adapt to change as the service develops
- Availability / requirement to work from (or into) any location within the city boundary and to conform to the standards and working practices of each location utilised by the service