

CITY OF WOLVERHAMPTON COUNCIL

JOB DESCRIPTION

Job Title:	Cohesion Officer
Directorate:	Families
Service Group:	Public Health and Wellbeing
Responsible to:	Prevent and Cohesion Coordinator
Location:	Any suitable location within the City of Wolverhampton
Workstyle:	Flexible
Grade:	5
Special Conditions:	Satisfactory Police security clearance required Some evening and weekend work may be required

Job Purpose & Role

To support the Prevent and Cohesion Co-ordinator in the delivery of community cohesion priorities, contributing to the Council's commitment to Wulfrunians living longer, healthier, lives, and aligning directly to the Council Plan priority 'Healthy, Inclusive Communities'.

The post holder will work to improve Cohesion across Wolverhampton, supporting the development of strong and positive relationships between people and communities from different backgrounds and circumstances.

The post holder will encourage celebration of the rich diversity of the City by engaging with and building relationships with faith, community and third sector groups, co-producing projects and initiatives which contribute to cohesion, and which empower and build community resilience.

Tasks/Responsibilities

1. Support the Prevent and Cohesion Coordinator in the development and delivery of Community Cohesion priorities.
2. Deliver community engagement events, and programmes of activities, utilising tools such as online/digital platforms, focus groups and surveys.

3. Build sustainable and trusted relationships with communities, partner agencies, relevant council departments and elected members, working closely to develop and sustain community engagement, cohesion and connectedness.
4. Work in partnership with the Prevent and Cohesion Coordinator, partners and community representatives to develop and implement activities and interventions that support positive community relations. This includes the delivery of innovative campaigns to challenge myths and misconceptions, promoting positive messages, celebrating diversity, promoting a sense of belonging and cohesion contributing to community wellbeing e.g., media campaigns, projects.
5. Support the Prevent and Cohesion Coordinator in identifying issues relating to community tensions, delivering a partnership response, engaging with relevant networks and partnerships to reduce tensions and limit negative impacts on communities.
6. Develop and share relevant communications, giving due consideration to the access needs of the audiences they are intended for.
7. Support the gathering and reporting of evidence and information to demonstrate the impact of campaigns / initiatives / interventions / projects.
8. Support the work of the Hate Crime Partnership, including contributing to the development and delivery of the Hate Crime Action plan.
9. Develop and maintain a working knowledge and understanding of local communities, including the impact of deprivation and factors which lead to vulnerabilities.
10. Provide administrative support to CONTEST Strategy (Prevent, Protect and Prepare) and Prevent Duty delivery, including organisation of training / events and multiagency meetings, minute taking etc.
11. Keep up to date with national, regional, and local policy on community cohesion, hate crime and tackling food poverty, disseminate best practice and engage with partners to implement
12. Support community-based organisations such as foodbanks and faith organisations to identify funding opportunities to support community cohesion, resilience, and wellbeing.
13. Work collaboratively with relevant teams within the council e.g., New Communities and Migration, Communications, Equality, Diversity and Inclusion, on relevant campaigns and calendar events, cascading information and raising awareness e.g., Hate Crime Awareness Week.

14. Work in a matrix fashion, maintaining close links with staff in other teams and departments with shared priorities and outcomes, promoting innovation and the sharing of ideas, practice, resources, and learning.
15. Support the Prevent and Cohesion Coordinator in raising awareness of community cohesion across the Council to ensure that all staff understand the agenda and how their role contributes towards promoting cohesion.
16. With direction from the Prevent and Cohesion Coordinator, update and maintain the relevant intranet pages.
17. Represent the Council at operational and public meetings or events as needed in relation to community cohesion; this may involve working evenings and weekends.
18. Take a flexible approach to work and work location in order to be able to meet and respond to the needs of communities.
19. To deputise for the Prevent and Cohesion Coordinator as required.
20. To act in accordance with the Council's Constitution and other Codes of Conduct.
21. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
22. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.
23. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
24. To participate in the wider development of the service and contribute to service improvement as required.
25. Wolverhampton City Council is committed to Corporate Parenting. "Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after."

Effective date

Signature of jobholder

NB: To fulfil the duties of the Cohesion Officer post, it may be necessary to work out of hours according to the needs of the service.

WOLVERHAMPTON CITY COUNCIL
PERSONNEL SPECIFICATION

JOB TITLE: Cohesion Officer

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	<ul style="list-style-type: none"> • NVQ Level 3 (<i>or working towards</i>) or equivalent qualification in a relevant field or equivalent, relevant work experience. • Clear commitment to continue professional development • Willingness to undertake further training to provide appropriate services in relation to Community Cohesion, Hate Crime and CONTEST. 	<ul style="list-style-type: none"> • 	Application form Certificates Interview
EXPERIENCE	<ul style="list-style-type: none"> • Experience of using community development approaches / collaborating with communities to develop collective responses to an idea or issue • Experience of arranging campaigns and awareness events • Experience of multi-agency and partnership working • Experience of coordinating meetings and events • Experience of accurate recording, reporting, and checking of information. 	<ul style="list-style-type: none"> • Experience of working in diverse communities • Experience of planning and delivering engagement and / or consultation activities with a range of stakeholders 	Interview Application Form References Test

	<ul style="list-style-type: none"> • Experience of prioritising a busy workload • Experience of using initiative to deal with challenging situations • Ability to work in a political environment and navigate relationships with community groups and leaders 		
<p>SPECIAL KNOWLEDGE AND SKILLS</p>	<ul style="list-style-type: none"> • Knowledge of current legislation and policy surrounding community safety, community cohesion and hate crime such as the Counter Terrorism Act 2015 and CONTEST 2018 • Understanding and practical knowledge of how to build cohesive communities • Knowledge of support services available to people experiencing hate crime • Appropriate and effective communication skills – both written and verbal • IT literate, particularly working knowledge of Microsoft Office • Ability to summarise and communicate information accurately and in an engaging way • Good planning and organisational skills 	<ul style="list-style-type: none"> • Ability to speak one or more community language • Understanding of the geographical and demographic profile of Wolverhampton • Understanding of health inequalities and wider determinants of health. • Awareness of differing cultural and religious needs of communities • Ability to problem solve and network. 	<p>Interview Application Forms References</p>

PERSONAL QUALITIES	<ul style="list-style-type: none">• Non-judgmental and empathetic• Effective, engaging communicator• Political and cultural awareness• Ability to work under pressure and meet tight deadlines• Flexible and adaptable• Motivated and enthusiastic• Ability to reflect on own practice• Ability to problem solve and develop innovative approaches to complex issues• Able to work under own initiative• Positive team player• Ability to work professionally with confidential information.		Reference
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COMMITMENT AND MOTIVATION	<ul style="list-style-type: none"> • To work as a member of a Team • Commitment to equality of opportunity and anti-discriminatory practice • Ability to travel frequently around the city as required • Ability to work flexibly, including occasional evenings or weekends as necessary 	<ul style="list-style-type: none"> • Proven self-development skills 	Application form Interview
Legal	<ul style="list-style-type: none"> • Previous convictions may disbar • Postholder will be subject to police security checks 		Security clearance checks

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