



Community Safety and Project Support Officer

Post number: CMP012

Grade: Scale 3

Date: May 2025

Service area: Community and Partnerships

Reports to: Neighbourhood and Community Safety Team Leader

Job profile

Purpose

This post is funded by the Office of the Police and Crime Commissioner (PCC) as part of its Putting Communities First initiative. The post holder will coordinate the efforts of all East Cambs Community Safety Partnership (ECCSP) agencies to deliver local problem solving to address local community level crime and disorder issues which matter most to people who live and work in the area, as set out in the Crime and Disorder Reduction Grant Agreement.

Main duties and responsibilities

1. Implement the crime and Disorder Reduction Grant Agreement between the PCC and the ECCSP.
2. Co-ordinate the efforts of all CSP agencies to deliver local problem solving to address local community level crime and disorder issues, including but not limited to anti-social behaviour, littering, anti-social parking and speeding, bike theft and fly tipping.
3. Support the operation of an efficient and effective multi-agency Problem Solving Group based on the best local practice which ensures fast time sharing.
4. Identify appropriate channels for the community to report local issues of crime and disorder; encourage people who live and work in the local area (including local councillors) to report local issues of crime and disorder



- through an appropriate channel; and support the development of strategies to increase the reporting of crime and concerns.
5. Receive local concerns which have initially been directed to the Office of the PCC and feed them into the local PSG process.
 6. Support the development of processes aimed at responding positively and swiftly to community concerns about local issues of crime and disorder and work with other agencies to come up with system-wide solutions.
 7. Co-ordinate responses to local community level anti-social behaviour in the CSP area, taking innovative approaches to dealing with them.
 8. Project manage and arrange visible appropriate local responses to these issues such as days of action, carrying out environmental visual audits to kick start environmental improvements to reduce anti-social behaviour or local issues of crime and disorder, or clearing up fly tipping on private land.
 9. Work in partnership with Problem-Solving Co-ordinators in other districts to develop and agree protocols for dealing with cross border issues to prevent silo working.
 10. Bid into the Communities Fund where small amounts of additional funding will enable a greater visible impact which reassures local people that they are dealing with the issues which matter to them.
 11. Support and co-ordinate the efforts and resources of the responsible authorities who make up the Community Safety Partnership to actively respond to local issues of concern.
 12. Work in partnership with parish councils to ensure resources (both people who want to help and any local parish budgets) are co-ordinated and enable local residents to get involved in local problem solving.
 13. Link with The Probation Service to refer projects to the Unpaid Work Team (community payback) via The Probation Service.
 14. Support the efforts of the Vision Zero Partnership to tackle local road safety issues where these have been identified as a priority by the local community.
 15. Support efforts to develop countywide information sharing agreements.
 16. Develop a comprehensive understanding of the issues which matter most to people who live and work in the CSP area and support the engagement efforts of the Council and the CSP.
 17. Keep the local community informed of the work the CSP is doing to respond to local issues through local communication channels – for example through



East Cambridgeshire District Council

the ECCSP newsletter, attending Parish Council Meetings, submitting items for their newsletters, and traditional press releases.

18. Attend tactical countywide officer-level discussions to share best practice, celebrate successes and pool resources through the existing Community Safety Group.
19. To contribute towards the development of the Community and Partnerships annual Service Delivery Plan and regularly collate and update performance management information.
20. To participate in training and exercises in support of the Council's preparations for responding to civil emergencies within the district.
21. Any other duties of a reasonable type and nature as may be required from time to time.

Special conditions

To work unsociable hours, including weekends and evening for which TOIL will be given in complete recompense.

This is a full-time, fixed term post until March 2027, funded by the Police and Crime Commissioner.

Pre-employment checks

None

Business Travel

Essential Car User



Person specification

Qualifications

Description	Essential or desirable	Assessed through the application form or through the interview
3 grade C/grade 4 GCSE's (English required) or equivalent	Essential	Application
Full driving licence and access to a vehicle	Essential	Application

Experience

Description	Essential or desirable	Assessed through the application form or through the interview
Experience of working with a range of external organisations to deliver successful outcomes	Essential	Application
Experience of managing and resolving anti-social behavior within a local authority, police or similar environment	Essential	Application
Experience of developing and implementing effective crime prevention strategies	Essential	Application
Experience in resolving ASB issues	Essential	Application
Experience of working in partnership with the community	Essential	Application
Experience in dealing with the general public and written/oral enquiries	Essential	Application



Description	Essential or desirable	Assessed through the application form or through the interview
At least 2-years' experience of managing and resolving anti-social behaviour within a local authority, police or similar environment	Desirable	Application
Experience of event management	Desirable	Application
Project and program management experience	Desirable	Application

Knowledge, skills and abilities

Description	Essential or desirable	Assessed through the application form or through the interview
Excellent communication and interpersonal skills	Essential	Application
Excellent negotiation and interpersonal skills to maintain good working relationships with a range of individuals and audiences	Essential	Interview
Ability to influence	Essential	Interview
Ability to plan, implement and evaluate consultation exercises	Essential	Application
Able to compile clear and concise reports and convey written information in an easily understood manner	Essential	Application
Effective Time Management	Essential	Interview
Excellent communication skills – both written and verbal	Essential	Interview



Description	Essential or desirable	Assessed through the application form or through the interview
Ability to use ICT and social media	Essential	Application
Ability to adapt and contribute to change	Essential	Interview
Organisational, administrative and reporting skills	Essential	Interview
Partnership working, influencing and facilitation skills	Essential	Application
Able to uphold confidentiality	Essential	Interview
Track record of implementing solutions to ASB and low-level crime and disorder issues	Desirable	Application
Knowledge of crime and disorder and anti-social behaviour issues and their impacts on communities	Essential	Application
Excellent understanding of equalities issues and commitment to develop positive initiatives for service delivery and colleagues	Essential	Application
An ability to establish and maintain effective relationships with internal/external parties	Essential	Application
Working knowledge of office procedures and practices	Essential	Application
An understanding of the role of Local Government in the community	Desirable	Interview
Understanding of the issues involved in partnership working	Desirable	Interview
Current and valid driving license with access to a motor vehicle for work purposes	Essential	Application
Proven track record of delivering initiatives and services benefitting communities	Essential	Application



Personal Attributes

Description	Essential or desirable	Assessed through the application form or through the interview
Flexible approach to work	Essential	Interview
Calm	Essential	Interview
Resilient	Essential	Interview
Commitment to equal opportunities	Essential	Interview
Self-motivated	Essential	Interview
Friendly, approachable and able to work with different community groups.	Essential	Interview
Willingness to undergo a DBS check	Essential	Interview
Capable of independent initiative and creative thinking	Essential	Interview
Ability to prioritise and perform under pressure in response to an ever-changing situation	Essential	Interview