**GRAVESHAM BOROUGH COUNCIL**

|  |  |
| --- | --- |
| Directorate: | Communities and Inclusive Growth |
|  |  |
| Department: | Community Safety Unit |
|  |  |
| Post Title: | Anti-Social Behaviour (ASB) and Community Safety Apprentice |
| Responsible to: | Community Safety Officer |

**Job Description**

This is a Job Description for a full-time, 2-year apprenticeship based within the Council’s Community Safety Unit (CSU). As part of the Unit’s small Team, the postholder will receive full training to both provide them with a very strong foundation of skills and knowledge across the community safety field and to achieve a Level 4 apprenticeship qualification in Anti-Social Behaviour and Community Safety, the provider of which is Intelligencia Training.

**Job Summary**

Responsible to the Community Safety Officer but working alongside all members of the Community Safety Unit and with a broad range of external partner agencies, the postholder will be able to build an extensive body of experience that will place them in good stead should they wish to pursue a career in Community Safety. Full support and supervision will be provided throughout the apprenticeship which will be largely office-based at the Civic Centre in Gravesend but will also involve regular attendance at multi-agency meetings and at community engagement events that take place across Gravesham.

**Learning Activities**

Work towards completion of the Anti-Social Behaviour and Community Safety Level 4 qualification by the end of the apprenticeship period.

Attend regular training programmes and sessions as required.

Attend regular progress and review meetings with the apprenticeship reviewer, line manager and assessor.

Gather work-based evidence as required for completion of the Level 4 qualification portfolio.

Agree and work towards completion of an individual learning plan.

**Job Activities**

**Please note that it is appreciated that the postholder will develop into the role and will gradually assume these responsibilities as they progress through the apprenticeship. Full details of skills and experience that will be acquired by the end of the apprenticeship are provided in the Level 4 qualification specification.**

.

To respond to routine correspondence and enquiries from members of the public, partner agencies and other staff in respect of ASB and other community safety issues, prioritising cases, assessing risk and providing advice and signposting to services as appropriate.

To meet with victims of ASB and witnesses in conjunction with colleagues e.g. from Kent Police or Housing Services, to investigate reports of ASB and take witness statements as necessary.

To assist Community Safety Unit staff with the arranging and delivery of community engagement events and activities to encourage the reporting of ASB and other community safety issues (including the completion of public consultation surveys).

To identify safeguarding concerns and risks and make referrals to relevant services as appropriate.

To deliver ASB interventions such as warning letters, Community Protection Warnings and Notices and make referrals to support agencies.

To work with a range of partner agencies through the Community Safety Partnership on a range of projects focused on identifying effective solutions to community safety and ASB-related issues.

To work with members of the CSU in the gathering of intelligence and evidence to assist with the investigation of both ASB and criminal cases in which formal action is being taken and to support the use of tools and powers e.g. gathering evidence and preparing a case file to propose the introduction of a Public Space Protection Order.

To maintain manual and computerised record-keeping systems as part of case management including inputting data, recording/reporting actions and maintaining confidentiality and data protection standards.

To attend, take minutes of and prepare reports for Community Safety Partnership Operational Group meetings and other CSU arranged meetings as necessary.

To assist CSU staff in the delivery of training events and other local crime prevention projects.

To assist CSU staff in carrying out research an identifying good practice relating to ASB and community safety projects that could be replicated locally.

To assist the Unit’s Strategic Manager and Community Safety Officer in preparing applications for external funding to support local activity to tackle crime and ASB and, where successful, assist with the gathering of information required for monitoring returns.

To carry out a range of administrative duties that support the day-to-day operation and development of the CSU.

To take part in corporate projects and initiatives in which community safety issues, including ASB, are a feature as appropriate.

**General**

To carry out other such duties as may be required, commensurate with the post’s grade and level of responsibility, as directed by management.

To participate as required in the Council’s Emergency Planning Operations that may involve duties outside the post holder’s normal job description and contracted hours. In the event that an incident has occurred that disrupts the Council’s ability to deliver its critical functions, the postholder will be expected to participate in the recovery stage that may include undertaking duties within the post holder’s competencies in other departments and/or at other locations.

A commitment to the Council’s Equal Opportunities Policy is an essential requirement of the post.

The post holder will carry out all duties and activities having regard to the provisions of the Health and Safety at Work Act 1974 and in accordance with any instructions from senior members of staff under the Act or any Council or Departmental Codes of Practice or Procedures.

The post holder must ensure that data quality and integrity is maintained, and that data is processed in accordance with Council policy, Data Protection, Freedom of Information and other legislation.

The post holder will comply with Statute and Council Policy in all respects.

The post holder must have an awareness of and commitment to s.17 Crime and Disorder Act 1998 that places a statutory duty on key statutory partners to work together to reduce crime and promote community safety in the delivery of Council functions.

A commitment to excellent customer service and the values of the Council.

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| CHARACTERISTIC | SPECIFICATION | |
|  | ESSENTIAL | DESIRABLE |
| SKILLS/ABILITIES (Specific skills and abilities required to undertake the duties) | High standard of written and verbal communication skills.  Good numeracy skills.  Competent in the use of standard computer/IT systems e.g. Microsoft Office, Teams. |  |
| KNOWLEDGE (Particular knowledge which will be necessary to perform the work effectively, e.g. of specific legislation or regulations) | Knowledge of Gravesham Borough Council and the services it provides.  Knowledge/understanding of the role of Community Safety Partnerships in addressing crime and ASB. | Understanding of confidentiality and Data Protection.  Awareness of legislation that supports Community Safety Partnership activity and specifically, tools and powers to address ASB. |
| QUALIFICATIONS **TRAINING**  (Educational/vocational qualifications and other training) Verification will be required | GSCE’s in English and Maths A-C grade. | Education to GCSE A Level standard.  Vocational qualifications e.g. Business Administration, IT. |
| EXPERIENCE (Level and type of previous experience) |  | Experience of working in either an administrative or public facing role.  Experience (which may have been gained through voluntary work) of dealing with community safety and or crime prevention issues. |
| QUALITIES (Particular qualities necessary to carry out the works, e.g. ability to work under pressure or work co-operatively in a team) | Organised and reliable.  Positive team player and able to foster good relationships with colleagues across service areas and with external partner agencies.  Able to follow instructions and use own initiative.  Trustworthy and aware of the need for confidentiality in respect of some of the Unit’s work.  Conscientious and hard working.  Committed to equal opportunities. |  |
| SPECIAL CONDITIONS (e.g. willingness to work unsocial hours or wear a uniform) | The role may require very occasional working outside of normal office hours e.g. when the Team is delivering community event events. |  |