

Community Safety Co-ordinator

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Company: Russell King Associates

Location: Bromley Town

Category: other-general

We are recruiting for Bromley Council for a Community Safety Co-ordinator.

The Community Safety Co-ordinator will work the Community Safety Manager and Officer, to coordinate multi-agency events and activities. Prepare event documents, such as briefings, collate feedback and updates from events to support associated publication and promotion.

Monitor Community Safety mailboxes daily, providing timely responses to enquiries and undertaking initial assessments of referrals to ensure they are complete and determine if they meet the required thresholds for onward processing through the relevant process, such as the ASB Panel, Problem Solving Group and Multi-Agency Risk Assessment Conference.

Attend meetings, including but not limited to, the Safer Bromley Partnership, ASB Panel, Problem Solving Group, Multi-Agency Risk Assessment Conference, Domestic Abuse Perpetrator Panel and take accurate notes, maintaining the relevant Decision, Action & Notes (DAN) logs.

Contribute to the continuous development of practices within the Community Safety Team to ensure the efficient use of time and resources.

To ensure that all records, particularly sensitive personal data, is collected, transferred, and

stored confidentially and in compliance with General Data Protection Regulations and the Data Protection Act 2018.

Attend public events to support activity and engage with the public to promote community safety initiatives.

To comply with Health and Safety legislation and to be familiar with key Council policies and procedures, reporting concerns as they arise.

To consistently apply the principles of equal opportunity, equality, diversity and inclusivity, as embodied in the Council's policies and practices when undertaking the duties of the post.

Other activity commensurate with the grade and skills of this role that may arise from time to time.

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