

Job Description

Post title:	Crime Reduction through Sport Officer
Grade:	UH6
School/Department:	Herts Sport & Physical Activity Partnership (HSP)
Responsible to:	Strategic Lead – People, Places, Programmes
Responsible for:	N/A

MAIN PURPOSE OF THE JOB

Working with strategic partners to use and embed sport and physical activity as an engagement tool aimed at reducing and preventing crime in Hertfordshire.

RESPONSIBILITIES AND DUTIES

Insight & Evaluation

- Work closely with partners (especially Street Games UK and Hertfordshire Constabulary) to collect and review data to inform ongoing development and evaluation of priorities and programmes.
- Lead on the monitoring and evaluation of the Serious Violence Duty Home Office Funding.
- Assist in the monitoring and evaluation of any commissioned programmes associated to this area of work.
- Develop a detailed understanding of the performance and impact of interventions to add to the developing evidence base and ensure this insight informs future practice across the local areas.

Strategic

- Responsible for the co-creation of the new Hertfordshire Crime & Serious Violent Crime Reduction through Sport Strategy.
- Co-ordinate the newly formed Hertfordshire Sport and Violence Reduction Group, plus the administration and co-ordination of networking groups relevant to this post.
- Develop effective links and joint working with key partner agencies (local and national) including community-based organisations, all 10 local district & borough councils, the County Council, Youth Justice, Education, Health and Hertfordshire Constabulary, ensuring that sport is connected into local crime and serious violent crime reduction and prevention strategies.
- Promote the work and engage with partners within sport, physical activity and youth settings.
- Keep up to date on new initiatives and funding sources in the sector and develop proposals and funding applications to support existing and new projects and develop future partnerships, including seeking funding for the continuation of the overall project.
- Develop, produce and present briefing papers, reports, spreadsheets and presentations in a range of different settings, maintaining a sound administrative function including good record keeping and finance records.
- Represent the Group on a range of local boards and partnerships as required.

Delivery

- Develop a robust intervention and commissioning framework which builds on quality assured practice with clear success measures.
- Oversee the direct delivery and commissioning of effective, evidence-based interventions in sport, physical activity and youth settings aimed at reducing and preventing crime and serious violent crime.
- Ensure that each local area has access to a range of interventions that respond to local need and demand.

- Ensure intervention design enables engagement with young people so that their views can influence programme development and where appropriate, young people are involved in the direct delivery of intervention and training.
- Ensure that commissioned programmes are offering good value for money and are flexible and responsive to the changing needs of the crime and serious violent reduction landscape.
- Develop and keep up to date a database for providers/partners of evidence-based programmes / training.
- Designing and implementing a workforce development / community capacity building programme and associated events, that aims to provide sustainable long term solutions.

General

- Ensure that an equitable and inclusive approach is taken when working with partners and stakeholders; support achieving and maintaining the HSP Equality, Safeguarding and Sustainability standards, and increased participation of underrepresented groups.
- Provide effective communication to all members of the project teams and partner agencies, promote specific projects, and contribute to the marketing and promotion activity of projects and HSP. Ensure the HSP website is kept up to date with information relating to specific areas of work, and that HSP maintains an appropriate digital media and marketing presence.
- Comply with relevant health and safety legislation, policies and procedures in the performance of the duties of the post and maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

Please note:

You will be working as part of a team with Project Officers and other members of the HSP team and your annual work programme will focus on several the responsibilities outlined above. These may change over the course of the contract, and you may be required to undertake a range of other projects in line with the exigencies of the service.

SUPERVISION RECEIVED

The Crime Reduction through Sport Officer will report to the Strategic Lead – Transformation but is expected to operate with a substantial degree of autonomy in carrying out the above responsibilities and duties.

SUPERVISION GIVEN

The Crime Reduction through Sport Officer may supervise the work of one or more sports coaches / instructors and/or other junior posts (Project Assistants and Admin Assistants), and UH Community Sport Ambassadors assigned to projects from time to time.

RESPONSIBILITY FOR BUDGETS

The Crime Reduction through Sport Officer will plan and monitor income and expenditure on individual projects and produce regular monitoring reports as required.

RELATIONSHIPS/CONTACTS

Internal: The Herts Sports and Physical Activity Partnership team; Hertfordshire Sports Village; Hertfordshire Students Union; and various Strategic Business Units and Academic Schools at the University of Hertfordshire

External: Street Games UK, Herts Police and Crime Commissioner, Hertfordshire Constabulary Sport England, Local Authorities, other Active Partnerships, Active Local stakeholders, VCFSE sector organisations (including those with a focus on

countering inequalities), Community Sports & Physical Activity Networks, National Governing Bodies of Sport (NGBs), schools and local authority Community Safety Teams.

Disclosure and Barring Service

Our commitment to the University's Safeguarding Policy requires that the recruitment of staff in this area, will require the minimum of a Basic DBS Check. In the course of our work and University-led activities, there may be external contractual obligations where a further Enhanced Check is required. DBS checks may require renewal in line with policy.

Overseas applicants and UK applicants who have lived abroad

Successful applicants who have lived outside the UK, for 12 months or more (whether continuously or in total), in the last 10 years, will be required to produce a 'Certificate of Good Character/Conduct' from each of those countries.

This document outlines the duties required, for the time being, of the post entitled The Crime Reduction through Sport Officer - fixed term, to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and the Strategic Lead may vary duties, from time to time, which do not change the general character of the job, nor the level of responsibility entailed.

PERSON SPECIFICATION

Post Title: Crime Reduction through Sport Officer

QUALIFICATIONS & MEMBERSHIPS

Educated to a minimum of a Degree, appropriate qualification, or equivalent proven working experience.	Essential
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EXPERIENCE

Experience in community engagement work	Essential
Experience of effective partnership working and influencing positive change	Essential
Experience in coordinating and commissioning community projects and events	Essential
Experience of insight capture, analysis and presentation of key information	Desirable
Experience of strategy development and action planning	Desirable
Experience of working within a Sports Development, leisure management or equivalent environment	Desirable
Experience of working within Hertfordshire, specifically around crime/crime reduction	Desirable

KNOWLEDGE AND ABILITY

The ability to use Microsoft Office effectively	Essential
Practical understanding of Equality, Diversity and Inclusion issues in sport and physical activity	Essential
Knowledge and understanding of monitoring and evaluation methods for community development work	Essential
Excellent organisational skills and ability to prioritise to meet deadlines	Essential
Ability to create and maintain good working relationships with a range of partners and stakeholders both internal and external	Essential
Excellent interpersonal, presentation, writing and communication skills	Essential
Ability to work flexible and unsocial hours	Essential
Ability to think strategically solve problems creatively	Essential
A good knowledge of current insight, structures and priorities associated to young people involved in crime and anti-social behaviour	Desirable
Use digital engagement tools competently, including social media platforms	Desirable
Understanding of the structure and role of the sport, VCFSE and criminal justice sector	Desirable

BEHAVIOURS AND ATTRIBUTES

Complete a satisfactory basic DBS check	Essential
Ability to self-reflect and a commitment to continuous improvement and a flexible approach linked to changing circumstances	Essential
Commitment to travel to different locations for work purposes. If travelling by car to maintain a full current driving licence, with business insurance.	Essential
Committed approach to issues related to equality and diversity, safeguarding and sustainability	Essential
Team player, thrive in a fast-paced environment and have the drive and determination to achieve high-quality outcomes.	Essential

FACES, our core values, inform and sustain all of our activities. On an individual basis we are:

- Friendly
- Ambitious
- Collegiate
- Enterprising
- Student-focused

Shared Responsibilities

The University of Hertfordshire's vision is to transform lives, whether that's our students or staff. This means whoever you are, we will support you to reach your full potential to succeed during your career with us. Our staff community comprises innovative individuals who want to develop, excel and add value by doing their very best. We each embody the University values to be friendly, ambitious, collegiate, enterprising and student focused. We are passionate about promoting and working in a diverse and inclusive staff community. Everyone who works for the University is encouraged to share in that sense of belonging, entitled to feel they are managed fairly, are valued and accepted, and understand they are being supported to succeed.

Values and Behaviours

HSP is a values-led and goal-driven organisation. HSP employees and associates will be always expected to 'live' these values:

- Proactive - constantly thinking ahead to anticipate opportunities and challenges in the operating environment.
- Reliable - we will set clear expectations and do all we can to deliver on our promises.
- Inclusive - we value diversity and will tackle inequalities so that everyone gets the chance to benefit from an active lifestyle.
- Collaborative - we recognise that no single organisation or programme can create sustainable change at scale, therefore we will adopt a collaborative approach working closely with partners across Hertfordshire to co-ordinate our efforts and maximise impact.
- Environmental sustainability - ensuring we meet the needs of today's sporting community while contributing to the enhancement of future sport opportunities by improving the integrity of the natural and social environment on which it depends.