## Job description

### Structure information

Job title: Head of Community Cohesion

Reports to job title: Director Commissioning and Communities

Directorate: Families, Children and Wellbeing

Division: Commissioning and Communities

Job identification number (JIN): 4765

### Job purpose

As Head of Community Cohesion, lead on our Council Plan mission to create a city where people feel safe, included and welcome, where our goal is to create a city that is welcoming for all.

Work collaboratively across the whole organisation – with councillors and officers - and with external partners in the statutory, third and private sector to lead and develop strategies to enhance community safety, foster social cohesion, welcome and settle newcomers to the city and improve the overall well-being of residents in Brighton & Hove.

### Principal accountabilities

1. Create and lead a dynamic and effective team which is high performing and promotes social cohesion by fostering trust, unity, and collaboration among diverse communities.
2. Lead the coordination of council policies and strategies to meet the Council Plan objective of a fair and inclusive city, where people feel safe, included and welcome.
3. Lead initiatives to reduce crime, anti-social behaviour, and fear of crime within communities.
4. Develop and lead the council’s strategic and partnership work to welcome and settle refugees and migrants including delivery of national resettlement programmes and initiatives, city of sanctuary accreditation and representing the council in regional and national migration partnerships
5. Hold head of profession leadership relating to communities and the community and voluntary and social enterprise sector including leading city and council wide initiatives related to the development of a sustainable third sector and communities.
6. Provide advice and guidance to the political and managerial leadership on achieving a safe, welcome and inclusive city and the thriving community and voluntary sector.
7. Develop and maintain relationships with key stakeholders, including government officials, community groups, and other relevant parties; and ensure alignment with connections made elsewhere in the organisation, sharing knowledge and learning.
8. Coordinate cross partner efforts to address community safety issues and enhance collective efficacy.
9. As the designated officer with full security clearance, represent the council in joint working with the South-East Counter Terrorism Unit, Prevent and other statutory partners to ensure effective intelligence sharing and operational responses in accordance with security arrangements.
10. Represent the council in community safety forums, meetings, and events, and engage with residents to understand their concerns, needs, and priorities related to community safety and cohesion.
11. Facilitate community-led projects and initiatives to improve neighbourhood conditions and foster a sense of belonging.
12. Ensure compliance with relevant legislation, regulations, and best practices and prepare regular reports on community safety and cohesion activities, outcomes, and impact.
13. Lead and manage development of the council’s policies and relationships with the third sector (including grants programmes, strategic commissions and capacity building).
14. Oversee the administration and coordination of the city’s Community Safety Partnership; Channel Panel, the Equality and Inclusion Partnership and support for the One Voice Partnership.

### Health and safety accountabilities

To co-operate in the implementation of the council Health and Safety policy and supporting standards, in particular, as set out in section 1 of the Health and Safety Policy and Management Standard.

### Diversity and inclusion accountabilities

Understand the council’s equality, diversity and inclusion aims and strategies.

Take an active role in ensuring that equality, diversity, and inclusive outcomes are embedded in your work activities, communications and interactions with staff and customers.

Challenge or report incidents where inclusion and equality in practice has not been followed, including reporting discrimination, harassment and bullying to your manager or another senior colleague in your service.

### Note regarding duties

The list of duties in the job description are not exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties. The council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. Proposed changes would be subject to consultation.

## Person specification

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### Essential criteria

#### Job-related education, qualifications, and knowledge

* Hold a degree or have substantial and proven experience of leading and managing community cohesion services in accordance with relevant legislation and policies.
* Good knowledge of the legislative framework and social policy issues relating to the arrival in the UK of refugees and migrants
* Good understanding of UK local government and its role and functions with relation to refugees and migrants.
* A thorough and demonstrable understanding of the external environment in which services operate. This includes government, other statutory agencies, National Health Service (NHS) services, the community and voluntary sector and diverse communities.
* Good knowledge of effective community safety interventions, the role of partnerships in diverting perpetrators and meeting the needs of victims.
* Knowledge of good practice and priorities of central government in relation to crime and disorder.
* Good understanding of current challenges and opportunities for community and voluntary sector.

#### Experience

* Significant experience of leading, managing and developing a multi-disciplinary team and delivering results.
* Experience of developing, influencing and leading partnerships, working at a senior level.
* Experience of working with the community and voluntary sector and with diverse communities including newly established communities
* Experience of developing and implementing policy and strategy.
* Experience of managing large and complex budgets, delivering a value for money service and of successfully bidding for external funding.
* Experience of managing complex projects involving multiple partners, both statutory and voluntary agencies.

#### Skills and abilities

* Ability to work collaboratively with third sector organisations.
* Excellent communication, negotiation and networking skills with the ability to develop and maintain productive working relationships within own team, across directorates, with partners, communities and external stakeholders.
* Excellent analytical skills with a proven ability to use information effectively.

#### Health and safety knowledge

* Commitment to acquiring awareness and knowledge of Health and Safety policy and practice as it applies in their area of work.
* Ability to co-operate and adhere to Health and Safety Policy, practices, and instructions.

#### Diversity and inclusion

* Demonstrate a genuine commitment to the council’s values in relation to embracing diversity and provide a service based on fairness and inclusion.