

Role Description and Employee Specification

Job Title:	Safer Communities Project Worker	Location:	Witney
Department:	Community Wellbeing	Service:	Place Directorate
Reports to:	Safer Communities Officer / Community Wellbeing Manager	Working Hours:	18.5
Salary:	£33,481 - £35,315 (cost of living increase pending)	Peer Group:	PGI-18
Business World Post Number:	New post	Job Group:	L2 CFW
Contract Type:	Fixed term – 18 months	Direct Reports:	None

Overall purpose of the Post:	This is a new role which will sit within the Community Wellbeing team whose purpose is to help residents to feel safer in their community and live their best life. Benefitting from being part of a multi-disciplinary team the role will have a primary focus on project design and delivery and stakeholder engagement within the Community Safety space.
Key Tasks and Responsibilities:	The Safer Communities Project Worker will: • Deal with Community Safety enquiries and liaise with a variety of stakeholders, internally and externally. • Set up and deliver projects and initiatives in the district, consulting with the Safer Communities Officer and Community Wellbeing Manager to prioritise and seek technical support. • Connect with members of the Community Safety Partnership and seek their collaboration and technical input as required. • Contribute to delivery and monitoring of actions in the Community Safety Partnership's action plan • Maintain an understanding of appropriate legislation related to Community Safety, policy and procedure. • Oversee the communication of a range of community safety campaigns and encourage partner engagement whilst engaging with the Council Communications team at the earliest opportunity. • Engage with voluntary and community sector organisations operating locally on community safety projects, resolving issues and enabling connections between them. • Use national and local information to ensure that the needs and views of target groups in the district are considered in the planning of activities. • Develop close understanding of the services available locally and signpost partners and community representatives as appropriate. • Establish a strong operational relationship with the Environmental and Regulatory Services team

	• Monitor and evaluate project activities and initiatives in line with the expectations of funders and in conjunction with the line manager and keep accurate records of progress and contacts. • Contribute to the Community Safety Partnership and provide an update as required. The responsibilities outlined are not intended to totally encompass or define all tasks that may be required of the post-holder. The post-holder will be required to undertake duties commensurate to the grade of this position.		
Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:	• A minimum qualification equivalent to NVQ level 3 or A level, and/or three years relevant experience in the Community Safety sector. • GCSE Maths and English or equivalent to grade C/4 or higher. • Project delivery experience. • Commitment to support residents and determination to succeed. • Ability to build customer relationships and work collaboratively. • Knowledge and experience in assessing complex situations and negotiating respectful relationships. • Ability to remain calm and confident when dealing with challenging situations. • Ability to maintain accurate and up to date records. • Ability to deliver commitments and take ownership of own workload • Creative thinking skills to design projects and plans to be able to deliver agreed outcomes. • Excellent written and verbal communication skills. • Ability to manage time effectively. • Competent in using a range of technology and software packages, including Microsoft and Google		
Desirable Requirements Qualifications, Skills and Abilities:	• Relevant recognised qualification in Community Safety • Experience working with internal/external customers, partners/clients and elected members • Knowledge, understanding or experience of project management • Experience of designing and delivering training sessions.		
General Accountabilities:	The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment. Work in compliance with the Codes of Conduct, Regulations and policies of the council.		
Special Conditions:	You will be expected to work reasonable additional hours in line with the needs of the service. Full UK Driving Licence. Ability to travel / access to a vehicle for work purposes.		
Date Reviewed:	6/10/25	Reviewed By:	H McCulloch
Checked by HRBP	Kathryn Dowell	Date of Issue:	October 2025