

Channel Project Officer

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead so we are always looking for better and smarter ways to work.

Supporting vulnerable individuals at risk of radicalisation and extremism in Kirklees is overseen by a multi-agency panel known as Channel which contributes towards the delivery of Prevent in Kirklees. Prevent is one element of the National Counter Terrorism strategy known as CONTEST which aims to stop people becoming terrorists or supporting terrorism. As the Kirklees Channel Project Officer you will work closely with the Kirklees Prevent Coordinator and Police Channel Officer to support the coordination and delivery of the Kirklees Channel Panel assisting in ensuring that individuals are safeguarded from the risk associated with radicalisation and extremism.

This role is based within Policy, Intelligence and Public health.

The Job

The purpose of this post is to co-ordinate the Kirklees Channel Panel to identify and manage risk associated with individuals at risk of being drawn into extremism.

You will co-ordinate and raise awareness of the Channel Process with front line workers and communities in Kirklees. You will be the first point of contact and the liaising officer between institutions and Prevent offering advice and guidance for referrals and enquiries.

You will ensure effective referral mechanisms are in place to receive, undertake preliminary assessments and take appropriate action on basis of this.

You will liaise with partners to gather additional information to complete an assessment of risk and possible interventions to manage this.

You will co-ordinate the pre-Channel Panel meeting to identify cases suitable for consideration by the full panel.

You will support and coordinate the Channel Panel meeting in Kirklees, ensuring that meetings are organised and actions are allocated to a wide range of partners (including from safeguarding / Health) to ensure the development of individual support plans.

You will liaise with partners to ensure actions are progressed and maintain systems which monitor, evaluate and review partnership interventions and report this to the Channel panel.

You will operate under a strict confidentiality agreement and be flexible in your approach to work having the ability to prioritise and at times plan your own workload under minimal supervision.

Job Checklist

- Ensures that the Kirklees Channel panel is in line with the Prevent Statutory Duty and suitably aligned for audit purposes.
- Works effectively as part of a team to build strong and effective relationships with key partners including West Yorkshire Police, education, Health and Safeguarding Boards.
- Develops and delivers briefings and training for staff and community contacts on the Kirklees Channel process.
- Produces and presents in a variety of formats reports to a range of audiences.
- Attends additional multi-agency meetings for individuals identified as being at risk.
- Management of budgets and resources to ensure the effective deliver of interventions to vulnerable individuals.
- Ensures the Kirklees Channel Panel and associated meetings are arranged in a timely manner, recorded appropriately and actions progressed accordingly.
- Manages systems and keeps information up to date to continually track the changing environment, dealing with confidential and sensitive information in an appropriate manner.
- Works within the Safer Kirklees agenda supporting other areas of work when required

The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

You will be positive and enthusiastic and will have a key role in ensuring that the Channel process in Kirklees is robust and accountable. Your ability to engage and your positive communication style will ensure that the Safer Kirklees approach on reducing risk at the earliest opportunity is understood and embedded in partnership practice. Your approachable manner and respectful, constructive challenge will help you to engender trust and respect from those you are working with.

You will be creative and have the ability to use your own initiative, providing practical guidance and support to partners and communities in a way which increases self-sufficiency. You will possess excellent communication and interpersonal skills to work with managers, employees and partners at all levels.

You will be approachable and have the confidence to provide advice and guidance on a highly sensitive topic. You will be flexible and confident in your delivery of the role and have the ability to communicate with a variety of individuals to ensure they take responsibility for managing risks associated with radicalization and extremism.

You will be professional in your approach and you will treat information in the strictest possible manner due to the sensitive nature of the information you will access.

You will be able to keep up with a fast paced and ever changing environment, balancing the need to adhere to statutory duties with the expectations of partners.

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

Person Checklist

- Understanding and knowledge of the Prevent strategy and be willing to further this knowledge through training and mentoring.
- An understanding of Channel and an awareness of the process of radicalisation.
- Excellent communication skills with previous experience of multi-agency and partnership working.
- The ability to work in a political environment and manage relationships with partners.
- Ability to develop and deliver training to staff and communities in a way appropriate to the audience
- Ability to develop and maintain relationships with specialist providers (such as Safeguarding / Health) to address more complex cases.
- Able to work with partners to understand shared issues and implement joint strategies (including policy change) to mitigate risks.
- Awareness of national and international events and the impacts that these events may have on Kirklees communities.
- Good understanding of the diverse communities within Kirklees and surrounding areas.
- Experience of developing individual risk assessments, action plans and reviews to support vulnerable individuals.
- Able to understand emerging trends and research and implement innovative practice.
- Willingness to work flexible hours, with the occasional evening work.
- Ability to travel to various locations in order to carry out the duties of the job. Your main base will be at Empire House, Dewsbury however there will be regular travel to Huddersfield
- To display positive behaviours in all areas of work, acting as an advocate for the service.
- To be safeguarding trained or be willing to undertake appropriate training as directed.
- Accepts that a DBS check and higher level security check will be required

This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Recruitment Purposes: In order to be considered for this role you will need to ... Describe how you meet the person checklist