**BARNET MENCAP**

# JOB DESCRIPTION

# JOB TITLE: Hate Crime Reporting Co-ordinator

**SECTION:**  **Community Services (Adults)**

# REPORTS TO: Community Services Manager (Adults & Children)

**LOCATION:**  **Barnet Mencap, 35** **Hendon Lane, Finchley, N3 1RT**

**HOURS:**  **21 hours per week (3 days)**

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**CONTEXT AND PURPOSE OF JOB**

The post holder will increase the awareness of Hate Crime in Barnet and work on a multi-agency basis to:-

* Coordinate activities to ensure residents, statutory, voluntary organisations and others know about Hate Crime and report it.
* Take a victim-centred approach so that the victims of Hate Crime are well supported

# MAIN DUTIES AND RESPONSIBILITIES

# Community Safety Awareness

* Engage with residents and diverse communities, including disabled people, LGBTQ+ groups, and Gypsy Roma Traveller groups to raise awareness about reporting hate crime.
* Coordinate communications and community events to raise awareness of Hate Crime and encourage reporting.
* Organise and conduct workshops and forums for diverse community groups.
* Train staff and volunteers to identify hate crime and support clients to report incidents to the Police.
* Monitor national and local hate crime data, including incidents recorded by Barnet Hate Crime Reporting Centres and produce quarterly reports of the work to tackle Hate crime in Barnet
* Support victims to report hate crimes and incidents to the Police and signpost to relevant support organisations.
* Support Barnet’s network of Hate Crime Reporting Centres including co-ordinated communications and staff training.
* Develop Barnet’s Safe Places Scheme for people with learning disabilities, autistic adults and adults-at-risk.

# Service Users

* Have a commitment to the safeguarding of the service users at all times and take responsibility for reporting any concerns immediately to the manager and Barnet Council’s social work team.

# Office Skills

* Co-ordinate the day-to-day running of the project to include planning and organisation of the activities programme
* Maintain effective IT systems
* Maintain effective communication systems
* Undertake monitoring outcomes as required by funders and others
* Ensure that records are kept up to date
* Respond to calls from service users and others

# Health and Safety

* Undertake/ensure that risk assessments are carried out, recorded and regularly updated
* Ensure that a high standard of Health and Safety is maintained, and that policies and procedures are followed

# Promotion of Service

* Develop links within the community and with other organisations
* It is expected that the post holder will perform in such a way that furthers the values of the organisation with reference to equal access and opportunity and quality of service provided

# Equal Opportunities

* Actively and always promote equal opportunities and anti-discriminatory practice.

# Flexibility

* Available to work 21 hours per week including evening work
* Available to share on-call duties for out-of-hours work and to be able to respond to calls as required

# Additional

* To undertake any other duties which may be necessary as part of the role

# General

The duties and responsibilities of the post may change over a period of time. Only significant additional duties or responsibilities as required by the Chief Executive will render the post for re-evaluation.

December 2023