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| --- | --- | --- | --- |
| **Person Specification – Hate Crime Reporting Coordinator** | | | |
| **Criteria** | **Essential** | **Desirable** | **How it will be assessed** |
| **Community Engagement:** |  |  |  |
| Proven experience in engaging with diverse communities, including disabled people, LGBTQ+ groups, and Gypsy Roma Traveller groups. | **X** |  | **Interview** |
| Ability to coordinate communications and promotional activities to raise awareness of Hate Crime and encourage reporting. | **X** |  | **Interview** |
| **Training and Workshop Facilitation:** |  |  |  |
| Experience in organising and conducting workshops and forums for community groups. |  | **X** | **Application** |
| Ability to train staff and volunteers to identify and effectively handle Hate Crime reports and support victims. | **X** |  | **Application** |
| **Survey and Reporting Skills:** |  |  |  |
| Proficient in reviewing national and local hate crime data and conducting surveys of Hate Crime victims to gather relevant data. | **X** |  | **Application** |
| Strong report-writing skills, with the ability to produce and present quarterly reports on efforts to tackle Hate Crime in Barnet by multi agency partners including Barnet’s Hate Crime Reporting Centres | **X** |  | **Application** |
| **Victim-Centred Approach:** |  |  |  |
| Demonstrated commitment to a victim-centred approach, ensuring well-rounded support for individuals affected by Hate Crime. | **X** |  | **Application and Interview** |
| Ability to maintain confidentiality and handle sensitive information with empathy. | **X** |  | **Application and Interview** |
| **Office and IT Skills:** |  |  |  |
| Excellent organisational skills to coordinate day-to-day project activities. | **X** |  | **Application and Interview** |
| Proficient in maintaining effective IT systems and communication channels. |  | **X** | **Application and Interview** |
| Ability to undertake monitoring outcomes as required by funders and maintain up-to-date records. |  | **X** | **Application and Interview** |
| **Health and Safety:** |  |  |  |
| Experience in undertaking and ensuring regular updates of risk assessments. |  | **X** | **Interview** |
| Commitment to maintaining a high standard of Health and Safety, adhering to policies and procedures. | **X** |  | **Interview** |
| **Promotion and Networking:** |  |  |  |
| Ability to develop and nurture relationships within the community and with other organizations. | **X** |  | **Interview** |
| Commitment to furthering the values of the organization, emphasizing equal access, opportunity, and quality of service. | **X** |  | **Interview** |
| **Equal Opportunities and Anti-Discrimination:** |  |  |  |
| Proven track record of actively promoting equal opportunities and anti-discriminatory practice. |  | **X** | **Interview** |
| Awareness of the importance of diversity and inclusion in service provision. | **X** |  | **Interview** |
| **Flexibility:** |  |  |  |
| Availability to work 21 hours per week, including evening work. | **X** |  | **Application and Interview** |
| Willingness to share on-call duties for out-of-hours work and respond to calls as required. |  | **X** | **Application and Interview** |
| **Safeguarding:** |  |  |  |
| Understanding and commitment to safeguarding principles, with the ability to report concerns promptly. | **X** |  | **Interview** |
| **Community Development:** |  |  |  |
| Experience in community development and building lasting connections within diverse communities. |  | **X** | **Interview** |
| **Project Management:** |  |  |  |
| Additional qualifications or experience in project management. |  | **X** | **Application** |
| **Adaptability:** |  |  |  |
| Demonstrated adaptability to undertake any other duties necessary for the role as assigned by the Chief Executive.  Note:  The duties and responsibilities of the post may change over time. Significant additional duties or responsibilities required by the Chief Executive will render the post subject to re-evaluation. |  | **X** | **Interview** |