



CommUNITY Barnet  
supporting community organisations

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## Short –term CSEG Co-ordinator

2 days per week, £25,500 equivalent salary pa pro-rated  
Jan – March 2012

Founded in 1979, **CommUNITY Barnet** supports, promotes and develops voluntary and community activities and services in Barnet, by offering practical advice and training, supporting groups with their governance, planning, financial and people management, providing a broad range of resources and an information service, facilitating networks to bring members together and representing the sector on key local decision making bodies. We are a member organisation, with currently 350+ local groups signed up, representing almost half of active local organisations.

### The Post

CommUNITY Barnet has provided the co-ordination and secretariat for Barnet's Community Safety Engagement Group (CSEG) for some years. CSEG exist in all London Boroughs; founded by the MPA under statute, they were set up in the 1980s to improve police – community relations. As such they serve as one of the main mechanisms for local residents and communities to liaise directly and proactively with the local police and the council about community safety and crime.

The previous postholder left at the end of 2011. With changes anticipated to CSEG funding and other arrangements in the new financial year, we are now looking for temporary cover of this post to the end of March.

The CSEG Co-ordinator works directly to/with the CSEG steering committee, and serves as the CSEG main staff, carrying out all work necessary in implementing the CSEG's activities and aims. In this, they are also the main CSEG representative.

The postholder will work as part of our engagement and communications team and report to the Head of Engagement; they will receive support from our senior management team in the areas of forward planning and external liaison.

The post requires the **ability to work in the evening** for meetings and activities on a regular basis and to **travel across the Borough**.

**The Community Safety Engagement Group (CSEG)** is a well-established group with an active steering committee. It enjoys good working relationships with the community safety partnership both in terms of planning and on the ground; it works closely with other community groups and initiatives. It is currently one of the most active CSEGs in London.

The group has a range of activities and events planned for the January – March period. At the same time, it will expect to make an application for 2012-13 funding to the MPA, prepare for its AGM and steering committee/chair elections; the postholder will receive support from senior management in this tasks.

More background on the CSEG can be found at the end of this document.

## Purpose of the job

- To facilitate the CSEG's core engagement and outreach activities, ensuring that it fulfils its remit and outcomes for the widest possible engagement of the community in local safety and crime prevention
- To provide the secretariat for the CSEG, handling its administration, the planning of events and meetings and providing an information hub for it

## Key duties

### **To efficiently and effectively run the CSEG secretariat**

- serve as regular point of contact, channeling information and communications in a timely and courteous manner
- arranging and preparing CSEG meetings, co-ordinating meeting dates, preparing and disseminating papers and agendas, taking and disseminating minutes, to agreed deadlines and standards
- handling the logistical planning and delivery of CSEG events and activities, to agreed deadlines and standards
- co-ordinating the timely submission of relevant reports to stakeholders and funders
- providing general administration to the group in a timely and efficient manner

### **To develop and facilitate the CSEG's core engagement and outreach activities**

- implement CSEG activities
- carry out outreach to secure their proactive engagement in the community safety forum
- maintain proactive and positive relationships with key stakeholders to secure their proactive and constructive engagement with the CSEG and its activities
- use a range of involvement and engagement mechanisms and tools to ensure the forum's ongoing participation in community safety matters and consultation
- represent the CSEG at relevant meetings

### **To manage effective communications for the CSEG and to serve as the CSEG's information and communications hub**

- maintain effective and appropriate communications system for the CSEG
- ensure that CSEG members, stakeholders and contacts are kept fully up-to-date about activities, receive relevant information in full and in a timely manner
- facilitate consultation and engagement in CSEG matters and issues

### **To effectively support the governance of the CSEG, ensuring that it complies with its funder and stakeholder requirements and its governance arrangement**

- working with the development team,
  - provide development support to the CSEG chair and steering group in their leading on the development and implementation of their strategy and annual delivery plans
  - support the chair in the effective chairing of meetings and joint planning processes
  - provide the chair and steering committee with information and advice on the constitutional and governance requirements

### **To provide development support to the CSEG**

- with the development team, provide individual support to CSEG members enabling them to carry out their activities as and when required

## Person Specification

### Work Experience

This post requires someone with **considerable relevant experience**, gained from previous work in a community engagement, development and communication role. Experience in community development and engagement work, facilitation, and relationship building is essential as well as in event organisation and communication systems maintenance. Experience of working with boards and management committee/volunteers is an advantage. An understanding of operating within a political environment, such as liaising with local councillors, is beneficial.

### Knowledge

- of the policy and operational environment for local community groups
- of the local policy and planning context
- of community safety and crime prevention
- communication systems/tools

### Skills and Abilities

- Excellent communications, interpersonal and facilitation skills, with the ability to build and maintain relationships, to enable people and groups to work together, to work well with people from a broad range of backgrounds, and to make presentations
- Ability to write materials about complex matters in an accessible and clear way
- Good organisational, planning and project management skills with a high attention to detail
- Ability to work on multiple projects independently with good decision making and problem solving capabilities.
- IT literacy and ability to be administratively self-serving

### Personal Qualities

Flexible, enthusiastic and methodical approach to duties with a strong customer focus.  
Diplomacy and tact.  
Self motivating, self sufficient and able to remain calm under pressure and work to tight deadlines.

### Terms and Conditions

This post is offered on a temporary contract to 31 March 2012 with an hourly rate of £14 to be paid monthly. The appointment is preferably on a freelance (self-employed) basis but PAYE arrangements will be considered. Flexible working arrangements are offered.

### How to Apply

To apply for this position, please submit the following:

- your CV with details of two referees
- a covering letter detailing your relevant experience, knowledge and skills in no more than two A4 pages
- a completed A4 application form

**by 12noon on WED January 18<sup>th</sup>, 2012** by email or post to Genevieve Grimshaw at [genevieve.grimshaw@communitybarnet.org.uk](mailto:genevieve.grimshaw@communitybarnet.org.uk) or to the above address.

**Interviews will take place on 19<sup>th</sup> and 20<sup>th</sup> January** with the postholder expected to commence as soon as possible after this process.

Please could you also complete and return the equal opportunities monitoring form which will be detached from your application before shortlisting and the information given will be used solely for monitoring purposes.



## **Barnet Community** Safety Engagement Group

### **About the CSEG**

Community and Police Consultative Groups were established under the Police and Criminal Evidence Act in 1984 in order to secure the views of the public about policing and to facilitate co-operation with the police with regard to crime prevention.

The Metropolitan Police Authority (an independent statutory body established under the Greater London Authority Act 1999) was set up in July 2000 and is now the main authority for ensuring that London's police are accountable for the services they provide to the citizens of the capital.

The local community safety engagement group used to be the Barnet Community Police Consultative Group; following a review carried out in 2009 a new group was launched, Barnet Community Safety Engagement Group (CSEG). Its function is to engage with the local police, the council and others delivering community safety services; to influence decisions about how community safety policies and plans are implemented; and to ensure that partners are accountable to communities for the work they do. The group offers residents an opportunity to give their feedback and views on local safety and crime issues to the local police and council.

The CSEG exists independently of the borough Police and the local authority and its aims and objectives are to:

- Act as a consultative forum to the Police Service on strategic matters
- Encourage greater local involvement in policing issues and maintain close links with the Community Action Panels
- Promote greater involvement by members in the work of the Group
- Maintain close liaison with the MPA
- Maintain links with youth groups
- Help progress community safety initiatives

The CSEG is an unincorporated association. Membership is open to all residents and community groups on Barnet. Its work is led by a steering committee. The committee organises regular public meetings and other activities, working in close partnership with others; it also runs a forum through which it gathers views and feedback. It reports to the local Crime and Disorder Prevention Partnership, the Safer Communities Partnership Board; is represented on the Domestic Violence Forum, the Multiagency Operations Group and other working groups. It has a growing and diverse membership, and its meetings are attended regularly by 70 – 100 people. Activities in 2010 included a community awareness-raising event about elder abuse, focused on Asian communities and an event for domestic violence awareness raising week, both delivered in partnership with others. The CSEG also supports awareness-raising campaigns on hate crime reporting, burglary prevention and more.