



Job Description

Post Title:	Community Safety Assistant
Service:	Policy and Partnerships
Grade:	B
Responsible To:	Community Safety Manager

Job Summary:

The Community Safety Assistant provides essential support to the Community Safety Unit, a multi-agency unit aiming to reduce crime and make people feel safe in the borough. Working with a variety of partner agencies including Tunbridge Wells Borough Council Community Safety Team, Kent Police CSU team, Kent County Council Community Wardens, Safe Town officers and many others the role provides administrative and project support to ensure the smooth running of the Tunbridge Wells Community Safety Unit.

Main Activities:

1. Provide administrative support to members of the CSU. This will include arranging meetings, making stationery orders, taking minutes, providing information to CSU members etc
2. Deal with telephone enquiries from members of the public and take messages
3. Attend and minute daily CSU briefings, bi-weekly case meetings and other meetings as required
4. Liaise with partners to ensure actions from these meetings are carried out and the results fed back
5. To be involved in the delivery and the monitoring of Community Safety initiatives
6. Assist the Engagement Officer in arranging CSU events and engagement activity
7. Assist the Community Safety Team in delivering relevant projects and initiatives within the Community Safety Partnership Plan
8. Regularly request monitoring information from partners, and feed this information in to a monitoring spreadsheet and performance management system
9. Support the work of the Sherwood Family Partnership.

NB This job description is not intended to be an exhaustive list of all the tasks and responsibilities of the post. In line with Service needs, some tasks may need to change and any changes will be made in consultation with the postholder.