



JOB DESCRIPTION

Post Title:	Hate Crime Community Engagement Worker (Temporary position until May 2021)
Salary:	£28 396 per annum (inclusive of London Weighting)
Hours:	37 hours per week
Line Manager:	Director of London Services
Annual Leave:	26 days plus Statutory Days
Pension:	5% Contributory Pension Scheme (Auto enrolment)
Location:	Safer Sutton Partnership Service Offices within Sutton Police Station, 6 Carshalton Road, Sutton SM1 4RF, subject to Covid 19 advice arrangements to work from home may be required.

Purpose of Post

To deliver the key duties and outcomes of the Stop Hate UK Hate Crime Pilot Project in the London Borough of Sutton, in order to build a more resilient and sustainable response to Hate Crime across the Borough.

With support from the Director of London Services and the Stop Hate UK Team, the postholder will increase awareness of Hate Crime reporting and support improved responses to Hate Crime in the London Borough of Sutton.

Key Areas of work

These will be determined by the postholder's Line Manager with reference to the Strategic Hate Crime Steering group (SHCSG) and will include:

- Organisation and delivery of Hate Crime awareness sessions across sectors.
- Assisting the Stop Hate UK Education Trainer to deliver training sessions in schools.
- Enabling organisations in Sutton to become Hate Incident Signposting places.
- Increasing the capacity of Hate Crime advocacy support in the borough including provision of some direct short-term advocacy support.



- Engaging with key communities and agencies across all main Hate Crime strands to build stronger networks and capacity in order to share and develop best practice.
- Working with Stop Hate UK's Social media Team to deliver social media campaigns and provide information and updates to communities.
- Contribute to the design and delivery of the project sustainability and exit strategy.
- Collaborating with statutory services in particular the Safer Sutton Partnership Services (SSPS) staff with whom the postholder will be based.
- Work closely with the Stop Hate UK team based at their Head Office in Leeds.

Changing guidance on Covid-19 will be followed to ensure a safe working environment. This will determine the extent to which the project will be delivered remotely, the degree of home working and extent of travel that will be required.

Main Duties

1.0 Training

- 1.1 Promote hate crime awareness training with external partners to maximise take up.
- 1.2 Identify, engage with and secure agreement from community, voluntary and statutory organisations in Sutton to participate in sessions.
- 1.3 Organise and deliver at least 10 Hate Crime Awareness Training sessions across community statutory and third sector organisations. These may be delivered online or face to face depending on an assessment of the most appropriate method at the time.
- 1.4 Preparation of training materials for sessions based on existing Stop Hate UK materials to ensure consistency.
- 1.5 Use feedback and evaluation responses to amend courses to improve future delivery.
- 1.6 Assist and support the Stop Hate UK Lead Education Trainer to deliver awareness raising sessions for schools where appropriate.

2.0 Hate Incident Signposting and Reporting Places

- 2.1 Identify, encourage, and obtain agreement from at least 8 organisations in Sutton to become Hate Incident Signposting places.
- 2.2 Provide initial support and information to these organisations where required.



3.0 Advocacy, Emotional and Practical support

- 3.1 Work with the Stop Hate UK Helpline team and other staff to identify advocacy gaps and ensure appropriate support is offered to individuals experiencing Hate Crime or Incidents.
- 3.2 Provide some short-term direct advocacy support where required.
- 3.3 Work with local agencies and networks to increase their capacity to deliver advocacy support.

4.0 Community Engagement, Communication and Network Building

- 4.1 Engage with key communities, agencies and sectors across all main Hate Crime strands to build capacity and stronger networks in order to share and develop best practice and obtain “buy in” and involvement in the project.
- 4.2 Provide opportunities for networking, information sharing and peer support across organisations, community groups, protected characteristics and intersectional communities to improve responses to Hate Crime. Using existing structures where appropriate.
- 4.3 Identify and respond to community concerns regarding Hate Crime, any gaps in provision and under-reporting groups.
- 4.4 Ensure areas of engagement also include those where there is under-reporting of Hate Crime, community tensions and where communities feel their voices are not being heard.
- 4.5 In partnership with the Social Media Team, deliver an inclusive social media campaign and provide regular updates to communities.

5.0 General

- 5.1 Contribute to the project sustainability and exit strategy.
- 5.2 Prepare monitoring and evaluation reports, communicate key project milestones and prepare the final project report.
- 5.3 Acquire and keep up to date with a working knowledge of relevant policy, legislation, and operational and best practice in the field of hate crime.



- 5.4 To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the post holder's supervisor from time to time, in consultation with the post holder.
- 5.5 The post holder's duties must at all times be carried out in compliance with the organisations Equality and Diversity Policy and other policies designed to protect employees or service users from hate crime.
- 5.6 It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards service users or employees, including those who may be for example from minority ethnic communities, women, disabled or older people, lesbians or gay men, bisexuals, and transgender people. The post holder should also counteract such practice or behaviour by challenging or reporting it.
- 5.7 Ensure the Health and Safety of all staff and resources within the post holder's area of responsibility i.e. delegated responsibility in relation to the nature of the post holder's duties and personal responsibilities as per Section 7 and 8 of the Health and Safety at Work Act 1974.
- 5.8 In addition to this the Management of the Health and Safety at Work Regulations 1992 detail the following:
- Employees must inform their employer or/supervisor of any work situation which might present a serious and imminent danger to Health and Safety.
 - Employees must inform their employer or supervisor of any shortcomings in the Health and Safety arrangements even when no danger exists.
- 5.9 To undertake training and development as agreed between the post holder and their Manager.
- 6.0 Physical Conditions**
- 6.1 Location: Safer Sutton Partnership Service (SSPS) Offices within Sutton Police Station, 6 Carshalton Road, Sutton SM1 4RF and/or Working from Home depending on the organisation's assessment of COVID -19 risks.
- 7.0 Economic Conditions**
- 7.1 The salary is £28 396 per annum (inclusive of London Weighting) and is paid monthly by direct credit.
- 7.2 26 days holiday, plus statutory public holidays.
- 7.3 An auto-enrolment pension scheme with 5% Employers' contribution.



We recognise and welcome our responsibility to remove any barriers in our Recruitment and Interview Stage for people with disabilities. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application.

We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs to do this.



Person Specification

ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1. Relevant Experience	1.1	Experience of supporting people	Application Form/Interview Stage	A
	1.2	Experience of leading projects to budget and time	Application Form/Interview Stage	A
	1.3	Experience of partnership working with statutory, community and third sector organisations using multi-agency approaches	Application Form/Interview Stage	A
	1.4	Experience of challenging Hate Crime/Hate Speech, discrimination or inequality and/or minimising its impact	Application Form/Interview Stage	B
	1.5	Experience of developing and delivering training	Application Form/Interview Stage	A
	1.6	Experience of working collaboratively with a wide range of communities.	Application Form/Interview Stage	A
	1.7	Experience of community development, community engagement and capacity building with positive outcomes	Application Form/Interview Stage	A
	1.8	Experience of report writing for funders or partners	Application Form/Interview Stage	A
	1.9	Experience of network development	Application Form/Interview Stage	A



	1.10	Experience of supporting people targeted because of their identity	Interview Stage	B
2. Skills and Abilities	2.1	Ability to work independently on own initiative and as part of a team	Application Form/Interview Stage	A
	2.2	Ability to deliver training and presentations to a diverse range of audiences both online and face to face	Application Form/Interview Stage	A
	2.3	Ability to analyse and present information and to produce quality project reports and evaluation	Application Form/Interview Stage	A
	2.4	Sensitive to the needs of marginalised groups in the planning and delivery of engagement and training	Application Form/Interview Stage	A
	2.5	Competent in using social media to promote activity and engage communities	Interview Stage	A
	2.6	Excellent communication and influencing skills with a wide range of partners	Application Form/Interview Stage	A
	2.7	Ability to work and deliver project goals remotely if required	Application Form/Interview Stage	A
	2.8	Ability to challenge Hate Crime/Hate Speech, discrimination or inequality and/or minimising its impact.	Application Form/Interview Stage	A
3. Education & Training	3.1	Literacy and numeracy levels to meet the requirements of the post	Application Form/Interview Stage	A



4. General and Special Knowledge	4.1	A clear understanding of the impact of hate crime and challenges and barriers to reporting it	Application Form/Interview Stage	A
	4.2	Ability to recognise discrimination in its many forms and be willing to put into practice Stop Hate UK's Equality and Diversity Policies.	Application Form/Interview Stage	A
	4.3	Knowledge of local community groups, agencies and support networks or the ability to quickly acquire this knowledge	Application Form/Interview Stage	A
	4.4	Understanding of the challenges people face in regard to hate crime, discrimination or exclusion	Application Form/Interview Stage	A
	4.5	Competent user of MS Office products (such as Word, Excel, and PowerPoint)	Application Form/Interview Stage	A
	4.6	Understanding of Safeguarding issues	Application Form/Interview Stage	A
	4.7	Commitment to continue self-development and willingness to undergo training as required	Application Form/Interview Stage	A
5. Additional factors	5.1	Ability and willingness to work irregular and anti-social hours as required, to travel across the UK particularly to our Head Office in Leeds, to work remotely.	Application Form/Interview Stage	A
	5.2	Ability to read/write a language other than English would be advantageous.	Interview Stage	C



PS Reference No	
PS	RS 23/6/20
Amended/Prepared	
By	