



JOB DESCRIPTION

Job title: Community Safety/Environmental Project Officer

Salary: £28,202.50

Hours: 37 hours

Duration: Up to 31st March 2026 (subject to continued funding)

Location: Colin Area

Line manager: Neighbourhood Renewal Manager

JOB PURPOSE

To support Colin Neighbourhood Partnership in the implementation of actions agreed in their Community Safety and Environment Action Plans, to reduce crime and disorder and improve the physical environment in the Colin area by direct contact with partners and outside agencies.

Will have responsibility for the coordination of the Colin Community Safety sub group and provide secretariat support to ensure regular meetings with all relevant partners.

Will have responsibility for the coordination of the Colin Environment sub group and provide secretariat support to ensure regular meetings with all relevant partners.

The Community Safety/Environmental Officer will be responsible to work alongside relevant partners, such as Police, Council Officials, Youth providers, Housing providers, Community and Voluntary organisations in order to assist in combating anti-social behaviour, racist abuse, domestic violence, graffiti, litter etc.

Lead on the implementation of intervention policies designed to prevent crime, anti-social behaviour the fear of crime and environmental issues through direct contact with the public, including offenders, potential offenders and vulnerable members of the community.

Identify specific projects/programmes to address current issues.

KEY ROLES AND RESPONSIBILITIES

1. Collaborate with the Community Safety and Environmental sub group members to implement the Colin Neighbourhood Partnership's Community Safety and Environmental Action Plans.
2. In collaboration with the Community Safety and Environment sub groups, actively identify changes in policies or activities in both the Council and outside agencies which contribute to the reduction of crime and anti-social behaviour as well as litter, fly tipping, graffiti etc.
3. Evaluate the progress made by environmental and community safety projects, and writing reports.
4. Prepare bids for external funding for new initiatives.
5. Collaborate with the PSNI's Neighbourhood teams and other partners to develop specific interagency projects and secure support to reduce crime, domestic burglary and theft from motor vehicles, domestic abuse and where appropriate, manage such projects to achieve agreed outputs
6. Take a lead role in developing strategies to reduce crime and disorder in the Neighbourhood, including identification of best practice from other areas.
7. Lead on the programme for crime reduction processes and intervention measures to the community through presentations and displays.
8. To monitor the neighbourhood area for fly-tipping, graffiti, defects in roads, incidents of vandalism and the condition of shared spaces.
9. As a term of your employment you will be required to undertake such other duties commensurate with your post, and/or hours of work, as may reasonably be required of you at your initial place of work or at any other of the partners' establishments. Depending on the ongoing issues in the local area at any specific time, Flexitime or time off in lieu is available to address this.
10. To continually seek out improvements to environmental service delivery and promote equality and access to services for all.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Qualifications, minimum GCSE's (A*-C) in English and Maths
- A minimum of 3 years' experience working with police, council, housing providers, youth providers and any other relevant statutory, community and voluntary organisations.
- Experience in a project management role, involving collaborative working with various organisations and agencies.
- Experience in helping to combat anti-social behaviour, domestic violence, racist abuse and community relations issues.
- Problem solving and team working skills
- Excellent communication skills both verbally and in writing.
- Excellent IT skills.
- Applicants must have their own vehicle and full driving licence, or fully demonstrate their ability otherwise to meet the travel requirements of this post.
- Applicants must be prepared to work flexibly, including work during evenings, to meet the requirements of the project.

DESIRABLE CRITERIA

- Ability to negotiate with and influence others
- Knowledge of the Colin area

Colin Neighbourhood Partnership reserves the right to shortlist for interview only those applicants who best meet identified criteria.