

**LINCOLNSHIRE POLICE  
JOB DESCRIPTION**

**JOB TITLE:** Community Links Manager (Today I Learnt project).

<b>GRADE:</b>	SG5
<b>DEPARTMENT:</b>	Partnerships
<b>ACCOUNTABLE TO:</b>	Supt - Head of Partnerships
<b>STAFF MANAGED:</b>	Referrals and Case Manager Community Beat Manager (Constable) Case Administrator
<b>LOCATION/WORK BASE:</b>	Gainsborough Police Station

**JOB PURPOSE AND SCOPE:**

The TIL Programme (Today I Learnt) is a 1-year programme which will develop strong and enduring bonds with the community, public, and private sector aimed at jointly tackling youth unemployment and involvement in crime.

The **TIL Community Links Manager** is responsible for establishing a strong community network of volunteering, training, employment, and development opportunities for young people in Gainsborough. They will work with existing partners and reach out to private companies and individuals as part of their corporate social responsibility to identify and develop the role that they can play in supporting young people away from crime. They will also work to identify future revenue streams to support growing the available offerings within Gainsborough.

Demonstrate the force values at all times. All staff involved in carrying out functions in this role will do so in accordance with the principles of the Code of Ethics. The aim of the Code of Ethics is to support each member of the policing profession to deliver the highest professional standards in their service to the public.

**CORE WORK AREAS:**

1. To lead a small team of professionals in building strong relationships with individuals who wish to move away from previous offending or risky lifestyles by being clear, consistent, honest, supportive, and fair. To support those who genuinely wish to change by addressing each individuals offending through nationally recognised pathways and personal vulnerabilities and guiding them around the obstacles they face.
2. To develop and secure a local network of supportive interventions, that are self sustaining, and that each cohort member has available to them, enabling them to make their own choices to help them towards the destination that they have identified themselves.
3. To have a detailed knowledge of the interventions available to TIL officers, proactively manage relationships with partners and key stakeholders, ensuring streamlined processes are in place to bring about an efficient and effective team.
4. Proactively promote the TIL objectives across Lincolnshire Police and wider partnership environment.

5. Liaise/consult with other similar projects nationally, pulling back the learning to Lincolnshire to develop the best possible scheme for the Gainsborough community.
6. To develop and implement a referral mechanism and assessment framework that identifies individual needs, vulnerabilities, risk of harm and opportunities for support.
7. To ensure robust ongoing case management processes are in place; ensuring all assessments, plans, interventions and reviews are recorded in a timely and accurate manner to demonstrate activity and outcomes and enable agencies to be assured that risk is managed.
8. Develop, implement and maintain performance reporting dashboards that provide timely and accurate reports against key metrics across the wider team and partnerships.
9. Ensure evaluation is undertaken with the first cohorts to graduate from the programme, identifying learning opportunities to improve the scheme.
10. Ensure the wider TIL team are committed to working in partnership with other agencies both locally and nationally.
11. To represent Lincolnshire Police at relevant multi-agency forums, providing detailed reporting as and when required.
12. Share information with other departments/ agencies in accordance with guidelines, service level agreements and information sharing agreements.
13. Support community organisations to develop their own safeguarding toolkits and operating models which promote pathways that push young people away from crime.
14. Gather information and intelligence in support of local or Force wide functions, utilising appropriate Force systems (Niche) to record information and intelligence, update crimes and implement any safeguarding procedures where needed. This includes monitoring, reporting and addressing community tensions arising from local or national incidents and intelligence.
15. To develop and deliver an exit strategy that continues to generate investment and opportunity for young people at risk of becoming involved in criminality in Gainsborough. Focussing on the longer-term sustainability of the programme, ensuring that companies invested in the programme have developed a strong peer network, and that referral mechanisms through existing processes are working well.

**OTHER DUTIES:**

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general nature of the post.

**EQUALITY AND DIVERSITY:**

The post holder is required to carry out their duties in a way that supports the Force Diversity strategy.

**HEALTH AND SAFETY:**

The post holder will take all reasonable care of themselves and of others who may be affected by their acts or omissions.

**SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:**

Lincolnshire Police has a duty to promote the welfare of, and safeguard of children and vulnerable adults. The post holder is required to comply with Force Policy and Standard Operating Procedures in respect of safeguarding children and vulnerable adults.

**Job description written by: Lee St Quinton**

**Date:**

**Updated:**

## PERSON SPECIFICATION

Post Title: Community Links Manager	Post Number:
Section: Today I Learnt project (Gainsborough).	Grade: SG5

This form sets the standard for the person needed for this job, and also will be the basis for shortlisting and for the questions to be asked at interview. The requirements are job-related and described using appropriate words and marked E (Essential) or D (Desirable) as appropriate. There will not necessarily be an entry in every box.

	Requirements	Essential (E) or Desirable (D)	Measurement (see below)
<b>Qualifications/ Training</b>	Full driving licence.	E	A
<b>Experience</b>	Have a good understanding of the working practices of the Police Service, Youth Offending Service and Childrens Services.	D	A
	Extensive experience of working with various agencies in a partnership arena.	D	A/I
	Experience of working with young people and adults with multiple problems and with families who find it difficult to engage with services.	D	A/I
<b>Skills</b>	Exceptional problem-solving skills and the ability to identify issues that require intervention.	E	A/I
	The ability to identify needs, risk of vulnerabilities and risk of harm and to take appropriate action to ensure all safeguarding measures are in place.	E	A/I
	To possess good Information Technology skills.	D	A

	<b>Requirements</b>	<b>Essential (E) or Desirable (D)</b>	<b>Measurement (see below)</b>
<b>Knowledge</b>	A good understanding of knife crime and gangs.	E	A/I
	A sound understanding of Lincolnshire Police priorities in relation to keeping people safe from harm.	E	I
	A Working knowledge of preventative activity across a wide range of partners	E	A/I
<b>Social Skills</b>	An excellent communicator and have excellent interpersonal skills with the ability to form and maintain good relationships with offenders, colleagues and partner agencies.	E	A/I
	Ability to demonstrate a level of awareness of equality and diversity issues appropriate to this role.	E	I
<b>Motivation/ Commitment</b>	Prepared to work flexibly and advocate on behalf of families, children, young people and vulnerable adults.	E	A
	To be open minded to alternative and radically different approaches to reduce crime and harm	D	I
<b>Others</b>	A non-judgemental attitude or behaviour	E	I
	Be highly committed and motivated to the role	E	A/I
	To perform the role in accordance with the Code of Ethics, incorporating Force Values.	E	I

<b><u>Measurement</u></b>	A. From application form	T. By test after shortlisting	I. Probing at interview	P. Presentation
	R. References		O. Other (please specify)	