

Job Description



Job Title: Prevent Coordinator	Service Area: Community Safety and Corporate Resilience	
Directorate: Environment & Sustainable Transport	Post Number: Fusion	Evaluation Number: 7867
Grade: PO4	Date last updated: July 2026	

People at the heart of everything we do
We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity
We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services
Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Overall, Purpose of Position

The postholder will provide strategic leadership and operational oversight of the Local Authority's Prevent responsibilities, ensuring Newham exceeds national benchmarks and maintains full compliance with the Prevent Duty as a designated high-priority area. As the Council's lead professional for Prevent, the role delivers statutory obligations under the Counter Terrorism and Security Act 2015 and contributes to the Prevent strand of the Government's CONTEST strategy.

Working to the Assistant Director of Community Safety and Corporate Resilience, the postholder leads all Prevent governance structures, multi-agency safeguarding arrangements, risk-management processes and community-resilience activity. This includes providing strategic oversight of Channel, Prevent Steering Group governance, case-management forums and wider partnership structures that support early identification of vulnerability and effective intervention.

The role works closely with individuals, statutory partners and organisations across Newham's diverse communities to strengthen resilience to violent extremism. This includes extensive

awareness-raising activity, capacity-building within the third sector, and targeted support to youth, community and faith-based organisations. The postholder ensures Prevent delivery is fully aligned with Newham's broader approach to community cohesion, safeguarding and community safety.

The Prevent Lead also coordinates regional collaboration across the East Cluster and other partners to ensure consistent; high-quality Prevent delivery and the sharing of best practice. Through partnership working, professional advice and community engagement, the role strengthens cohesion, reduces vulnerability to extremism and enhances public confidence in safeguarding pathways.

Key Tasks and Responsibilities

These are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list, and the postholder will be expected to carry out other reasonable duties as required.

Strategic Leadership, Governance & Compliance

- Implement, oversee and update the Prevent Partnership Plan (PPP), ensuring activities embed the Prevent Duty across Newham.
- Ensure the Local Authority consistently exceeds Home Office benchmarks and maintains full compliance with statutory Prevent Duty requirements.
- Lead and quality-assure all core governance structures, including the Channel Panel, Prevent Steering Group (PSG), benchmarking exercises, CLB, CAF inputs and related case-management forums.
- Identify, assess and escalate emerging Prevent-related risks, ensuring timely mitigation and senior oversight.
- Provide Prevent performance updates to the Newham Safety Partnership Executive and main board meetings.
- Liaise with the Home Office at a senior level regarding financial returns, quarterly updates and compliance with Prevent benchmarks.
- Brief senior corporate figureheads, including the Chief Executive and the Mayor, on Prevent risks, performance and emerging issues.

Operational Oversight & Programme Delivery

- Oversee Prevent delivery across the Local Authority, ensuring coordination with Counter Terrorism Policing (CTP), the Home Office HSG and internal council teams.
- Lead on disruptions activity, coordinating responses to individuals or emerging risks requiring early intervention.
- Manage information sharing requests and provide clear referral guidance to frontline professionals to improve referral quality and confidence.
- Ensure timely and effective administration of the Prevent function, including accurate record-keeping, tracking of actions, and development of policies and processes.
- Support the weekly Duty Community Safety Senior Officer rota (Mon–Fri, 9–5), providing tactical advice to gold and silver leaders and taking ownership of lower-level community safety incidents where appropriate.

Multi-Agency Safeguarding & Risk Management

- Maintain strong working relationships with VCFS partners, statutory agencies, education, health and local services to support multi-agency safeguarding.
- Attend MAPPA and other multi-agency risk forums, contributing specialist Prevent expertise to support decision-making.
- Work with the Channel Chair to facilitate monthly Channel Panels, ensuring effective administration, partner attendance and tracking of actions.
- Coordinate with partners and invited guests to ensure follow-up on agreed actions from all meetings.
- Chair tactical-level forums and working groups to identify and address areas for process and performance improvement.

Community Resilience & Post-Channel Support

- Oversee support to local third-sector organisations to build resilience to extremist narratives, including delivering support packages, training and guidance to the education sector.
- Support youth groups, community organisations and faith settings to strengthen protective factors and enhance their role in post-Channel support.
- Work across the Council and with community organisations to maximise community cohesion, including during periods of heightened tension, civil disorder or major incidents.
- Secure grant funding and oversee commissioning of community projects designed to increase resilience and reduce vulnerability to extremism.

Training, Workforce Development & Awareness

- Oversee the design, quality assurance and delivery of training and awareness programmes for frontline London Borough of Newham staff.
- Ensure a consistent approach to community resilience and raise awareness of issues related to violent extremism.
- Provide professional guidance to improve referral quality, early identification of vulnerability and confidence in safeguarding pathways.

Regional Collaboration & Representation

- Coordinate regional collaboration across the East Cluster to share best practice and strengthen regional Prevent capacity.
- Represent the Director and Assistant Director of Community Safety at relevant meetings, events and conferences.
- Represent the London Borough of Newham at local, regional and national Prevent networks, ensuring learning and good practice are disseminated across relevant teams.

Leadership & Management

- Line manages, support and guide the work of the Prevent Education Officer (PO2).
- Provide leadership across the Prevent function, modelling high standards of safeguarding practice, partnership working and professional conduct.

Outcomes & Impact

The postholder will be accountable for delivering measurable improvements including:

- Higher-quality referrals and earlier identification of vulnerability
- Stronger governance and compliance across all Prevent structures
- More effective multi-agency safeguarding and risk management
- Enhanced community confidence and resilience
- Consistent, aligned Prevent delivery across the East Cluster



Personal Specification

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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

CRITERIA	METHOD OF ASSESSMENT
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KNOWLEDGE:	Application Form / Interview
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1. Good knowledge of crime & disorder and community cohesion issues, including an understanding of national policies, their application at local level, the roles of local authorities, the police & other agencies.	Application Form / Interview
2. Understanding of Local Strategic Partnerships, their delivery mechanisms & associated funding streams.	Interview
3. Understanding of Newham's approach to equalities and cohesion.	Application Form / Interview
4. In-depth understanding of the Prevent Duty, statutory responsibilities under the Counter Terrorism and Security Act 2015, and how these apply to local authorities.	Application Form / Interview
5. Strong understanding of extremism risk indicators, early-intervention models, and approaches to identifying, escalating and mitigating Prevent-related risks.	Application Form / Interview
6. Detailed knowledge of Channel processes, case-management requirements, vulnerability assessment frameworks and multi-agency safeguarding pathways	Application Form/Interview
7. In-depth knowledge of current, emerging and historical extremist ideologies, narratives and trends, and an understanding of their relevance to local safeguarding, cohesion and Prevent delivery.	Interview
8. Understanding of equality, diversity and inclusion principles and their application within a diverse borough context.	Application Form

QUALIFICATIONS: Graduate/Professional Qualification and/or equivalent experience in a similar field.	Application Form
EXPERIENCE: 1. Experience working in community engagement or a closely related field within a local authority or similar setting, with experience of working with schools and colleges being an advantage. 2. Experience preparing and presenting complex reports, including making evidence-based recommendations for change to senior managers and elected members. 3. Demonstrable experience planning, managing, monitoring and delivering projects or work programmes on time and to specification, even when working under constraints or operational pressures. 4. Experienced managing small teams of staff, including overseeing performance, welfare and supporting development. 5. Demonstrable experience of Prevent delivery within a local government or statutory safeguarding setting, including work relating to extremism, vulnerability and associated safeguarding processes. 6. Experience working within multi-agency safeguarding structures (e.g., Channel, MAPPA, Community Safety Partnerships) and contributing to complex risk-management decisions. 7. Experience coordinating or chairing partnership boards, steering groups or case-management forums, ensuring high-quality administration, action tracking and performance oversight.	Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview

8. Experience working with community, youth, faith or VCFS organisations to build resilience, strengthen cohesion and support safeguarding-related interventions.	Application Form / Interview
SKILLS & ABILITIES:	

1. Demonstrates excellent written and verbal communication, producing clear and precise reports, presenting confidently in meetings, and delivering engaging presentations to diverse audiences.	Application Form / Interview
2. Able to negotiate effectively with senior managers across a range of agencies, securing cooperation and influencing outcomes.	Application Form / Interview
3. Works productively across agencies and within community settings, building shared understanding and coordinated approaches	Interview
4. Ability to work on multiple complex projects simultaneously and responding quickly to shifting priorities in high-pressure environments.	Interview
5. Skilled in analysing and evaluating information, applying systematic reasoning to reach sound, evidence-based judgements	Application Form / Interview
6. Ability to plan and deliver responsibilities in alignment with wider council objectives, ensuring work contributes to organisational priorities.	Application Form / Interview
7. Ability to build effective & productive working relationships at all levels, adapting communication to meet the needs of varied internal and external stakeholders.	Application Form / Interview
8. Ability to think laterally to develop innovative and practical solutions to complex challenges.to develop creative & innovative solutions.	Interview
9. Demonstrated ability to lead or contribute to Prevent work within local government, including managing extremism-related risks and coordinating partnership responses.	Application / Interview
10.Ability to monitor Home Office Prevent benchmarks, quality standards and	Application / Interview

assurance expectations, identifying gaps and implementing corrective action. 11. Ability to keep line managers appropriately informed of progress, risks, emerging issues or concerns, escalating concerns at the right time with clear evidence. 12. Demonstrates strong accountability and attention to detail in all aspects of governance, documentation and reporting.	Application / Interview Application / Interview
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PERSONAL STYLE & BEHAVIOUR: 1. Show willingness and ability to pursue matters on behalf of Policy, Partnerships & Communications, consistently representing corporate interests with professionalism. 2. Acts with sound judgement, integrity and discretion when handling confidential, sensitive or high-risk information 3. Demonstrates commitment and ability to contribute to the Council's vision, HEART values and organisational priorities. 4. Works collaboratively with partners and stakeholders, showing respect for diverse perspectives, communities and lived experiences. 5. Demonstrates a responsible and vigilant approach to safeguarding, recognising and responding appropriately to risks associated with extremism 6. Acts in a consistently professional manner, modelling high standards and setting a positive example for colleagues. 7. Understand when sensitive or emerging matters require escalation, drawing them to managers' attention at the right time and with clarity.	Interview Application Form / Interview Interview Application Form / Interview Application Form / Interview Interview Interview
8. Demonstrates the ability to recognise when sensitive, complex or emerging issues require escalation, ensuring matters are brought to managers' attention at the appropriate time and with clear, relevant information. 9. Maintains high standards of record-keeping and demonstrates a reliable, organised approach to meeting deadlines and governance expectations.	Interview Application / Interview

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