

Directorate:	Adult Social Care and Health (ASCH)
Unit/Section:	Prevent Team
Grade:	KR9 (£30,034 - £34,180) Fixed Term 12 Month Contract
Responsible to:	Prevent Channel Supervisor

Purpose of the Job:

Kent County Council and Medway Unitary are a Dovetail site and delivery for the Channel programme, involves Local Authorities taking the lead on the coordination of the key activities under the Prevent Strategy. Kent & Medway Prevent team work with Homeland Security (Home Office), Kent Police and Counter Terrorism Police South East (CTPSE) to deliver the Kent & Medway Channel programme and report to the Kent and Medway Prevent Duty Delivery Board (PDDB), which is co-chaired by Director of People, Medway Council.

Prevent is part of CONTEST, one of the four elements of the Government's Counter Terrorism Strategy. The aim of Prevent is to stop people becoming terrorists or supporting terrorism. Prevent tackles all forms of extremism – including both Islamist extremism and far right threats. This is achieved by challenging terrorist ideology; supporting vulnerable people and supporting sectors and institutions where there are risks of radicalisation.

'Channel' is part of the Prevent duty established under the Counter Terrorism and Security Act 2015. It is a voluntary and confidential programme which provides support to people who are vulnerable to being drawn into terrorism. The aim of the Channel programme is to provide early intervention to safeguard any individual from the harm which radicalisation can cause, or become involved in criminal behaviours.

The role is to coordinate all activity under the Channel process.

Main duties and responsibilities:

1. The role is to coordinate all activity under the Channel process, this includes coordinating Channel Panel referrals from Counter Terrorism Policing Southeast (CTPSE) in accordance with the Dovetail processes, ensuring representatives from relevant partners attend panel. This will include providing the Channel panel with relevant information before and after each meeting.
2. Discuss all new referrals with the Prevent Channel Supervisor and to record accurately on internal and external systems.
3. Coordinate Information Gathering (IG) from statutory partners such as Health, Education establishments, Kent Police, CTPSE, Probation, Immigration etc. ensuring all relevant information about a referral is collated from partner agencies before date of panel and in accordance with the Dovetail timescales. Utilise this to complete vulnerability assessments against the Vulnerability Assessment Framework (VAF). Present the information at monthly Channel Panels to ensure all members are informed of an individual's vulnerability to radicalisation. This includes conducting reviews for all referrals at 6 and 12 months following case closure.

4. Recording information on the Channel Case Management system (CMIS) in accordance with stringent Home Office timescales. Ensure information on CMIS is kept up to date, accurate and secure including progress against actions set at the Channel Panel.
5. Appropriately dealing with sensitive and confidential information on individuals and on issues of current local and national security.
6. Commissioning interventions under Homeland Security, Home Office Intervention Framework as required by the Channel Panel and liaising with Home Office Intervention Providers (IPs) to set up IP sessions. Reviewing reports of Interventions, dealing with invoices, and reporting back to Channel Panel.
7. Ensure that vulnerable individuals are referred to other pathways such as safeguarding/support as directed by the Channel Panel.
8. Establish and develop significant partnership working with a wide range of organisations, including Districts and Boroughs, health, schools, HE/FE institutions, police, probation and faith and religious organisations.
9. Support the Prevent Channel Supervisor with other Channel and Prevent tasks as required.
10. Maintain and develop strong working partnerships within all Kent County Council Directorates including attendance at KCC Prevent Cross Directorate Group, Prevent Duty Delivery Board and other meetings as required, in order to support and promote Dovetail Channel processes.
11. It will also include other tasks associated with KCC's Prevent responsibilities

This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. This post is considered by KCC to be a customer-facing position. The Council therefore has a statutory duty under Part 7 of the Immigration Act (2016) to ensure that post holders have a command of spoken English/Welsh sufficient for the effective performance of the job requirements. The appropriate standards are set out in the Job Description/Person Specification.

The successful applicant will be required to be vetted to security check (SC) level (*determines that a person's character and personal circumstances are such that they can be trusted to work in a position which may involve access to 'Secret' information – Ministry of Defence, National Security Vetting.*)

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: *Channel Coordinator*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Professional qualification in Child Care, Social Care, Youth Work, Teaching, Health or Diploma in Probation Studies.
EXPERIENCE	<p>Proven, relevant experience within childrens or adults service or criminal justice agency.</p> <p>Some experience of working with challenging and vulnerable children or adults.</p> <p>Experience of using IT and electronic case management systems</p> <p>Experience of working effectively in partnership within a multi-agency environment.</p>
SKILLS AND ABILITIES	<p>Good communication, listening and observational skills, in particular, with vulnerable children and adults and their families.</p> <p>Ability to assess and analyse complex information from partner agencies against the 23 indicators in order to complete the Channel vulnerability assessment.</p> <p>Report writing skills for complex cases.</p> <p>Ability to chair meetings, manage complex cases and to coordinate a variety of interventions or agencies in the delivery of services.</p> <p>Ability and commitment to work with vulnerable children, adults and families who are hard to reach or resistant to working with professional services.</p> <p>Ability to handle confidential information, ensuring accurate and secure record keeping to be compliant with national security check vetting level.</p> <p>Good time management, organisational skills, and ability to coordinate the work of agencies.</p> <p>Ability to provide professional advice to internal and external partners.</p> <p>Ability to demonstrate a sensitive, empathic response to children, adults and families in challenging circumstances.</p> <p>Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day.</p>

KNOWLEDGE	<p>Some knowledge and understanding of Prevent and Channel responsibilities.</p> <p>Knowledge of the Counter Terrorism and Security Act 2015.</p> <p>Sound knowledge of Safeguarding and thresholds – children and adults.</p> <p>Knowledge of Multi Agency Public Protection (MAPPA) – processes in relation to public protection.</p> <p>Knowledge of Ideology and issues relating to extremism and radicalization.</p> <p>Knowledge of data protection legislation and policies/procedures.</p> <p>Knowledge of equality and diversity issues.</p>
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make