

EXETER CITY COUNCIL

Job Description

JOB TITLE	: Community Safety Partnership Manager
GRADE	: M (TBC)
POST NO	: TBC
DIRECTORATE	: Place
UNIT	: City Centre & Net Zero
REPORTS TO	: Head of Service City Centre & Net Zero
RESPONSIBLE FOR	: Community Safety Team Supervisor
LIAISON WITH	: Relevant officers within the City Council and Devon County Council, Devon Community Safety Partnership, and Safer Exeter partners including Public Health Devon, Devon & Cornwall Police, InExeter, University of Exeter, Exeter College, Probation, HMP Exeter, CVS in Exeter. Exeter business community and the Devon Chamber of Commerce.

MAIN PURPOSE

The Community Safety Partnership Manager will manage and coordinate the work of Exeter's Community Safety Partnership, Safer Exeter. The role will lead, coordinate, facilitate and oversee a multi-agency activity and efforts to reduce Anti-Social Behaviour and crime across Exeter to improve community safety and to promote community cohesion across Exeter. The role involves working with key stakeholders across Exeter, including the police, health services, voluntary organisations, and the local community to develop and deliver strategic safety initiatives. The role will lead on developing strategies that intervene early to prevent and reduce crime in our City Centre, neighbourhoods and communities.

MAIN DUTIES & RESPONSIBILITIES (MDR)

1. Research, develop and facilitate the implementation of the annual Safer Exeter Action Plan address ASB, criminal activity and themes in Exeter, providing quarterly updates to the Safer Exeter Executive and annual updates to the City Council.
2. Develop and implement a range of metrics and measurements to monitor the progress and effectiveness of the Safer Exeter Action Plan, as well as ASB and encampments across Exeter.
3. To manage and coordinate the City Council's response to the Safer Exeter Annual Action Plan:
 - Act as the central point of contact, coordinating meetings, communications, and joint initiatives
 - Ensure Safer Exeter subgroups work to and deliver to the priorities of the annual Action

Plan

- At all times, maintain confidentiality of information while undertaking duties on behalf of Safer Exeter
 - Liaising with numerous statutory, non-statutory and voluntary agencies
 - Provide a central point of co-ordination for addressing and reducing ASB
4. Foster effective and accountable working relationships between the City Council, with Devon & Cornwall Police, Devon & Somerset Fire Brigade, South Western Ambulance Service, HMP Exeter, Public Health Devon, Exeter College, the University of Exeter, InExeter, the Exeter business community, the Devon Chamber of Commerce and the voluntary/community sector to effectively implement the Safer Exeter Action Plan.
 5. Co-ordinate and facilitate activity and responses from the City Council, which would include officers from Housing, Environmental Health, Cleansing and Legal, including other partner agencies and stakeholders when addressing ASB, littering and encampments and how individuals are supported.
 6. Participate in Safer Devon meetings, responding to activity that relates to Exeter communities and residents.
 7. Use crime data, incidents and results of the annual residents' survey to inform and influence decision-making and to target interventions addressing residents' concerns and emerging trends.
 8. Produce briefings, committee reports and updates for Safer Exeter, the City Council's Senior Management Board, Organisational Management Board, relevant Portfolio Holder's and relevant Committee's, bringing together crime and safety issues, risks, legislative updates and programme achievements.
 9. Build and lead on proactive and positive relationships with Community Builders, Community and Neighbourhood Groups, and the Neighbourhood Policing team, to address ASB, littering and encampments within our communities.
 10. Source and apply for external funding to deliver the annual Safer Exeter Action Plan, as well as delivering other Council projects.
 11. Work alongside the Control Centre Operations Manager, in the development of a safe City Centre for visitors, residents and our business community.
 12. As the statutory convening body for Safer Exeter, always, adhere to national policies, regulations, legislation and procedures (e.g. Data Protection, Health and Safety) in relation to addressing ASB and crime in Exeter.
 13. Provide information on Safer Exeter to the City Council's Communications Team as and when required, as well as keeping the Safer Exeter website updated on activity and progress.
 14. Co-ordinate the City Council's and Safer Exeter response to relevant Government consultations and queries.
 15. This post will be, on occasion, required to work evening and may be called upon in the case of an emergency.
 16. To undertake such other duties, appropriate to the grade and nature of the post.

Person Specification

JOB TITLE : Community Safety Partnership Manager

GRADE : M (TBC)

POST NO : TBC

DIRECTORATE : Place

UNIT : City Centre & Net Zero

Qualifications & Knowledge

Criteria	Essential/ Desirable (E/D)	Method of Assessment
Relevant degree or equivalent and practical full time experience working within a complex multi-agency setting at a senior level	E	A, I, C
Demonstrate understanding of key government policies and legislation impacting upon the functions, leadership and organisational parameters of Safer Exeter, especially those related to community safety, GDPR and safeguarding	E	A, I,
Excellent knowledge of the Anti-Social Behaviour, Crime & Policing Act and its relevance and implementation for community safety and the delivery of the role	E	A, I, C
Knowledge and understanding of Community Safety Partnerships and their statutory responsibilities	E	A, I
Knowledge in the process of talking formal action - serving notices, dispersals, interviewing under caution, gathering evidence and prosecutions	E	A, I, R, C
Knowledge of how to interpret and analyse complex numerical information and data, developing plans from these to undertake structured problem solving	E	A, I,
Knowledge in funding opportunities to address community safety	D	A, I
Knowledge and experience in risk management and Health and Safety	E	A, I, C

Special Requirements & Skills

Criteria	Essential/ Desirable (E/D)	Method of Assessment
Experience of working with confidential, sensitive and personal information	E	A, I
Able to engage and understand where there are barriers to people or groups accessing services and respond appropriately	E	A, I
Significant experience of working with marginalised and/or disadvantaged communities and shown leadership in measures to improve quality of life	D	A, I
Creating strategies and action plans which meet the long-term needs of communities and maximise the use of resources to create beneficial outcomes and sustainable solutions for residents	E	A, I
Ability to operate with dignity and respect, treating everyone with respect and dignity. Maintaining impartiality/fairness with all people and is aware of the challenges people face.	E	A, I
You will work within corporate priorities and policies in a joined up way with others, internally and externally - working democratically, transparently and accountably	E	A, I
Ability to identify common threads and links across a wide range of data and information sources, and to address them	E	A, I
Political and legal awareness and the ability to manage issues without having to pass to senior managers	E	A, I, R
Be able to give clear and concise instructions	E	
Possess a high level of negotiating and influencing skills when dealing with a broad range of agencies and individuals to ensure the best outcome is achieved for our residents	E	A, I, R
Ability to project manage and lead individuals and partnership agencies	E	A, I, R
Excellent keyboard skills; use of office computer software and mobile communication devices	E	A, I, R
Ability to prioritise projects and activity in a timely manner	E	A, I, R, T
Experience of working with a wide range businesses and partner organisations	E	A, I, R
Calm, patient, professional and polite in all circumstances	E	A, I, R
Results driven and able to meet tight deadlines	E	A, I, R
Excellent communicator both written and oral and able to communicate highly complex matters at a senior and political level, as well as to residents and the business community	E	A, I, R

Other

Criteria	Essential/ Desirable (E/D)	Method of Assessment
The role may require weekend and evening work	E	A

Criteria	Essential/ Desirable (E/D)	Method of Assessment
Full Clean Driving license	D	A, C, I
Successful candidate require will police vetting	E	A, R
Committed to equality of opportunity and understanding of diversity issues	E	A, I

CATEGORY: **A:** Application, **C:** Certificates, **T:** Testing, **I:** Interview, **R:** References.

COMPLETED BY : Head of Service City Centre & Net Zero
DATE : 1 December 2025