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| <p>SUMMARY OF MAIN DUTIES</p> | <p>Projects Officer Band D</p> |  |
| <p>RESPONSIBLE TO: COMMUNITY SAFETY MANAGER</p> | | |
| <p>RESPONSIBLE FOR N/A</p> | | |
| <p>SPECIFIC CONDITIONS OF SERVICE</p> | | |
| <ul style="list-style-type: none"> • May be required to work outside normal working hours and attend meetings outside of the Force area. | | |
| <p>SUMMARY OF MAIN DUTIES</p> | | |
| <p>Actively assist in the delivery of all aspects of the project work programme within the relevant Force, Partner and National Strategies</p> | | |
| <p>Professional representation of South Yorkshire Police at any internal or external meetings and conferences</p> | | |
| <p>Work as part of the designated project team, assisting team members from SYP and from external agencies to ensure the delivery of desired outcomes whilst satisfying key milestones.</p> | | |
| <p>Completing administration procedures in support of the identified work-stream</p> | | |
| <p>Prepare and deliver interactive bespoke workshops to a wide range of audiences from diverse backgrounds often emphasising sensitive situations and emerging issues</p> | | |
| <p>Participate in meetings at a local level, to consult, engage and involve all key stakeholders.</p> | | |
| <p>Chair meetings when required</p> | | |
| <p>Assist in the development of internal and partnership policy and strategy</p> | | |
| <p>Provide specialist advice and knowledge to policing districts and partners to build capacity and assist in innovation in regards to emerging issues affecting the most vulnerable people in the community</p> | | |
| <p>Prepare strategic papers and briefings</p> | | |
| <p>Recognise opportunities to develop new initiatives to address emerging issues in line with the Force and PCC priorities.</p> | | |
| <p>To keep abreast of emerging local and National developments associated with all aspects of community safety</p> | | |