

JOB DESCRIPTION

Job Title	Community Safety Partnerships Manager		
Service	Partnerships, Localities and Culture		
Reporting to	Head of Service Community Safety		
Grade	9		
Evaluation ref:	RP313	Job Family ref:	
Role Purpose			
<p>The Community Safety Partnerships Manager leads and co-ordinates the strategic and operational work of the Safer Somerset Partnership (SSP), ensuring it meets all statutory, constitutional, and organisational responsibilities. The role develops and delivers statutory strategies, action plans, business plans, and performance frameworks that support compliance with legislation and national policy. It ensures robust, effective governance, clear reporting systems, and strong performance and assurance mechanisms, while enabling the Partnership to work cohesively across agencies to achieve measurable improvements in community safety.</p> <p>Alongside this strategic leadership, the role provides authoritative expert advice on community safety legislation, policy, and best practice to senior leaders, elected members, system partners, and wider stakeholders. It drives multiagency collaboration, maintaining strong, trusted relationships to support effective joint working. A key responsibility is ensuring seamless information flow across SSP subgroups, system boards—including safeguarding adults, safeguarding children, and the Somerset Board—and the wider community safety system. The role also manages budgets, commissioning activity, partner development, and represents the SSP at wider system forums to ensure priorities remain aligned and integrated across the partnership landscape.</p> <p>This role will act as deputy to the Head of Service Community Safety, representing the service at meetings and events as required. This ensures service resilience and business continuity, enabling the Head of Service to attend national engagements and operate at a strategic level.</p>			
Accountabilities			
<p>Strategic Planning & Statutory Compliance Lead the development, co-ordination, and delivery of SSP statutory strategies, action plans, and reporting mechanisms, ensuring all work meets legislative, constitutional, and organisational requirements.</p> <p>Programme & Partnership Leadership Provide authoritative leadership to the Safer Somerset Partnership, advising, negotiating, and influencing senior stakeholders to shape and drive collaborative working across agencies and system partners. This will include the leadership of the Hinkley Community Safety Group and associated strategic planning.</p>			

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Partnership Governance & Co-ordination

Develop, manage, and continually refine the Partnership's governance structures, agendas, work programmes, and reporting arrangements to ensure they reflect best practice and are fit for purpose.

Managing System Governance Relationships

Ensure effective flow of information between SSP sub-groups, system committees, and relevant Boards (including Safeguarding Adults, Safeguarding Children, and Somerset Board).

Stakeholder Engagement & Influence

Build and sustain strong professional relationships with partners, senior leaders, elected members, and community representatives, ensuring engagement informs planning and delivery of statutory objectives.

Performance & Quality Assurance

Develop and coordinate SSP's performance management and internal quality assurance systems. Produce reports that evaluate effectiveness, highlight achievements, and identify priority areas for improvement.

Budget & Resource Management

Manage allocated Partnership budgets, ensuring resources—including commissioning frameworks and income streams—are used effectively to deliver high-quality, value-for-money services.

Commissioning, Problem-Solving & Service Improvement

Identify opportunities for commissioning improvements, manage partnership-wide change initiatives, and resolve complex commissioning, safeguarding, and service-based issues to secure positive outcomes.

Business Planning & Reporting

Lead the SSP's business planning approach, develop and coordinate delivery plans, and produce statutory documents such as the annual SSP report and the three-year Community Safety Plan (and associated annual reviews).

Partner Development & Representation

Induct new SSP members, coordinate ongoing partner development, and represent SSP at other partnership forums to ensure alignment and integration of priority areas across the wider system.

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
Significant understanding and experience of community safety legislation and good practice.	X	



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Significant knowledge and experience of the development, agreement and delivery of service plans.	X	
Sound understanding and practice of multi-disciplinary working.	X	
Sound understanding and experience of the use of information and communication systems to inform operational decision making and recommendations/actions concerning service improvement.	X	
Experience		
Substantial managerial experience and skills gained at a senior level, including making a contribution to the corporate management of an organisation where required.	X	
Significant knowledge and experience of the development, agreement and delivery of service plans.	X	
Demonstrable experience of partnership working including the ability to influence and, where appropriate, lead multi-agency groups and projects to deliver services and initiatives.	X	
Sound understanding and practice of multi-disciplinary working.	X	
Demonstrable experience of operating equality and diversity measures in the local commissioning and delivery of services.	X	
Track record of the flexible use of financial and other resources (including the service commissioning framework and opportunities for income streams) in the delivery of services on time and within budget.	X	
Demonstrable experience of the effective deployment, continuing development and supervision of professional and other staff resources.	X	
Sound understanding and experience of the use of information and communication systems to inform operational decision making and recommendations/actions concerning service improvement.	X	
Significant experience of the operation and achievement of performance management and quality assurance models.	X	
Change management experience.	X	
Demonstrable experience of engagement with communities and customer feedback channels to shape and inform improved customer services.		X
Qualifications / Registrations / Certifications		
Educated to Degree Level or equivalent relevant experience.	X	
Significant understanding and experience of community safety legislation and good practice.	X	

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Evidence of work-related continuing management development.		X
Qualification in community safety related topic.		X
Skills		
Promotes the need for change and acts as a role model for change.	X	
Positive, committed, adaptable, thorough and confident approach.	X	
Ability to work to deadlines and to motivate others to work effectively and demonstrate a duty of care.	X	
Committed to diversity in service delivery and employment.	X	
Innovative and creative approach to service development and value.	X	
Customer and Communities focussed.	X	
Personal integrity.	X	
Drive and self-motivation – “can do” attitude.	X	
Sound analysis and decision-making in dealing with complex service delivery and/or policy development matters.	X	
Working Conditions		
<p>The postholder will predominantly work in a hybrid pattern, with flexibility to work remotely for most of the time. However, attendance at monthly team meetings will be required as a minimum. They will also be required to work from various sites both Council and in other local agency offices (i.e. police) across the County. Therefore, the ability to travel across Somerset to work is essential. There may also be requirement to lone work for community site visits.</p> <p>There may also be occasional requirements to work outside normal working hours, including evenings or weekends, in order to meet service needs.</p>		
Dimensions of the role		
<p>This role will be required to line manage 2 members of staff (minimum).</p> <p>The role will be responsible for the allocation of a budget (approx. £150,000 pa). This can change over time. The post holder will be required to handle and share sensitive and personal information and will therefore be subject to DBS checks for the Council.</p> <p>The role will be responsible for discharging strategy functions relating to the Safer Somerset Partnership and its sub-groups.</p>		

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Working Arrangements

Somerset Council's Dynamic Working Strategy will be applied to this position.

Corporate Accountabilities

Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise.

Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: 10/04/2026