**Job Title – Bradford Hate Crime Alliance (BHCA) Hate Crime Coordinator**

# Summary of primary objectives

* To ensure that the expected levels and standards of services to clients are achieved and maintained to a high standard by Hate Crime reporting centres.
* Maintain an approved list of reporting centres.
* To manage reporting centres through monitoring arrangements and develop diverse methods of hate crime reporting as agreed with Bradford Metropolitan District Council (BMDC) and Board requirements.
* Contribute to updating BHCA website.
* Provide education and learning to; educational establishments, community groups and/or organisations.

**1. Supervisory and responsibilities**

1.1 To take responsibility for the overall day to day service delivery.

Support and supervise any volunteers or students on detachment to the project.

1. **Supervision and guidance**
2. The post holder will be supervised by and directly responsible to the BHCA Director in the first instance. Ultimately responsible to the BHCA Management Board.
3. **Range of decision making.** 
   1. The post holder is responsible for day-to-day operational decision making centred around hate crime and hate crime reporting.
4. **Responsibility for assets etc.** 
   1. Responsible for ensuring the correct operation and recording of petty cash and other funds used in the day-to-day operations of the project.
   2. Responsibility for ensuring the safe- keeping of materials and equipment owned by BHCA.

## Roles and responsibilities.

* 1. Conduct annual audit of reporting centres and produce an approved register annually. Feedback findings of audits to BHCA Director
  2. Participate in frontline work, supporting reporting centres and visiting victims of hate crime as requested by the partnership.
  3. Co-ordinate and monitor hate crime reporting with the West Yorkshire Police Hate Crime Coordinators.
  4. Contribute and lead on training in the sector that will increase awareness of reporting hate crime.
  5. Maintain existing and develop operational practice & partnerships that assist with increasing awareness of reporting and eliminating hate crime.
  6. To maintain reporting and evaluation systems for the Management Board and commissioning bodies.
  7. Produce bi-monthly report on work progress as per requirements of commissioners and BHCA Board.
  8. Offer advice and assistance to partners in relation to all aspects of increasing reporting levels and elimination of hate crime.
  9. Ensure all aspects of the administration of BHCA are carried out efficiently and effectively.
  10. To ensure that all reporting centres are effectively managed ensuring

training is provided for staff who are responsible for recording hate crime.

* 1. To undertake evening weekend and night work as and when required.
  2. To undertake any other duties as may be required from time to time.

Reviewed Dec 2024