**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. Carry out annual audits of reporting centres, maintain an up-to-date register each year, and provide audit feedback to the BHCA Director.
	2. Take part in frontline activities by supporting reporting centres and visiting hate crime victims as needed by the partnership.
	3. Work closely with West Yorkshire Police Hate Crime Coordinators to organise and monitor hate crime reporting efforts.
	4. Lead and contribute to sector training that raises awareness on how to report hate crimes.
	5. Maintain and build operational practices and partnerships that support greater awareness and the reduction of hate crimes.
	6. Keep reporting and evaluation systems up to date for the Management Board and commissioning bodies.
	7. Prepare bi-monthly progress reports according to the requirements of commissioners and the BHCA Board.
	8. Offer advice and support to partners on how to boost hate crime reporting and work towards its elimination.
	9. Ensure all administrative tasks for BHCA are handled efficiently and effectively.

 5.10 Enhance the social media presence to encourage more hate crime reporting by raising public awareness.

 5.11 Oversee the effective management of all reporting centres and ensure staff recording hate crime incidents receive proper training.

 5.12 Be available to work evenings, weekends, and nights as required.

 5.13 Carry out any other duties as may occasionally be required.

Reviewed August 2025