Job Description

Position:	Intelligence Coordinator
Responsible to:	Head of Intelligence
Works with:	Head of Intelligence, departmental staff, other League staff and external organisations.
Grade/Salary:	£25,302, pro-rata: £9,839
Location:	Home based with the requirement to attend the League's Godalming Office for training and meetings.
Contract:	Part time (14 hours per week)

Overview

The Intelligence Coordinator post is responsible for the effective management of the League's data relating to criminal activity and crime, ensuring the information is received and processed accurately and appropriately to support League campaigns and investigations. The post holder is responsible for covering the League's Animal Crimewatch confidential reporting line receiving information directly from the public and providing advice when needed.

The League is Britain's leading charity working to stop animals being persecuted, abused and killed for sport. The League was instrumental in helping bring about the landmark Hunting Act. We manage sanctuaries to protect wildlife, carry out investigations to expose law-breaking and cruelty to animals, and campaign for stronger animal protection laws and penalties. We work to change attitudes and behaviour through education, fact-based videos, scientific reports and public engagement events.

Principal Responsibilities:

- To deal with enquiries to Crimewatch from members of the public in a timely and professional manner and effectively manage information from sources.
- To have a good understanding of the League's key campaigning areas of hunting, shooting, snaring and dog fighting.
- To recognise and extract key intelligence from more generalised or anecdotal information.
- To evaluate and accurately record information received via Crimewatch on to the League intelligence databases.
- To process intelligence reports submitted by League staff and provide feedback when needed.
- Contribute to the ongoing development of the League intelligence database and related processes.
- To carry out open source research in order to enhance and corroborate information given and to help identify potential lines for investigative follow-up.

- To conduct ongoing monitoring of sources of information (e.g. media reporting, social networks) about criminal activity and crimes relevant to the League's interests and objectives.
- To identify and action the appropriate dissemination of intelligence reports, ensuring compliance with current legislation and League policies.
- To liaise with external agencies including the police, National Wildlife Crime Unit and other relevant organisations in relation to criminal activity and crimes.
- To weed intelligence in line with League policy and carry out routine data cleansing.
- To provide performance data relating to League intelligence and Crimewatch as required.
- Participate in meetings and training as required.
- Maintain and create effective working relationships within the League and its stakeholders, including staff, volunteers, trustees and external consultants.

Role-holder Profile

Skills /Knowledge	Essential	Desirable
Professional and Technical Qualifications	• Educated to A level standard or above, or equivalent skills and experience	
Experience and Knowledge	• Intermediate MS Word, Excel, PowerPoint and Outlook. • Understanding of intelligence processes used by UK law enforcement bodies. • Experience of processing data. • Evidence of having provided accurate and timely performance data in a comparable organisational environment. • Experience of undertaking open source research. • Understanding of legislation relating to	• Experience of using bespoke crime recording and/or intelligence systems . • Experiencing of processing intelligence or crime data in a law enforcement environment. • Well developed understanding of the strategic use of data and information in a comparable organisational environment. • Experience of open source research gained from within a law enforcement or other investigations setting. • Working knowledge of animal welfare legislation

	data processing including Data Protection Act 1998, the Human Rights Act 1998 and Criminal Procedures and Investigations Act 1996. • Experience of working independently with minimal supervision and able to demonstrate sound decision-making skills. • Experience of working with the public	including the Hunting Act 2004, Protection of Badgers Act 1992, Dangerous Dogs Act 1991 and Animal Welfare Act 2006. • Experience of working with the public in an advisory capacity.
Skills and Competencies	• Sensitive and effective interpersonal skills – able to build rapport with members of the public. • Confident and effective verbal and written communication skills. • Able to generate solutions and make sound decisions. • Excellent keyboard skills with the ability to input data accurately and efficiently. • Able to prioritise work load and manage competing demands effectively. • Resilient and able to cope with processing emotionally challenging material.	

Personal Characteristics

1. A genuine empathy and compassion for animals and commitment to the objectives and purpose of the League.

2. Excellent communication skills and able to build rapport with members of the public.

3. Respects and maintains confidentiality and remains discreet.

4. Resilient under pressure and able to cope with potentially distressing material.

5. A strong team player but resourceful and able to use initiative to make decisions independently.

6. Willing to work flexibly and respond to the emerging needs of the League and our supporters.

7. Committed to continuous improvement.

8. Considerate and respectful to others.

This job description is not an exhaustive list of all the duties and responsibilities of this post, which may change over time to meet the needs of the organisation. The post holder will be required to undertake such other duties and responsibilities, as may be required from time to time, and are consistent with this post.