**TITLE OF POST: YOUTH ENGAGEMENT AND SAFEGUARDING MANAGER**

**GRADE: SCALE POD**

**RESPONSIBLE TO: SMB PREVENTION & EDUCATION**

**MAIN PURPOSE OF JOB:**

The Youth Engagement and Safeguarding Manageris responsible for implementing, providing senior support and management of the Service’s Prevention and Education business to support the vision and delivery of Creating the Safest Community.

Under the guidance of the SMB Prevention & Education**,** you will support our strategic goals by managing and delivering the Prevention and Education agenda, through achieving departmental objectives as well as managing efficiencies and quality service at all times.

1. **MANAGEMENT DUTIES (GENERAL POLICY)**
   1. To promote the Service Vision, ‘Creating the Safest Community’.
   2. To efficiently manage the delivery of departmental activities within the Service.
   3. Manage the implementation of the Authority’s strategic and Integrated Risk Management Plans within your department.
   4. To ensure that all policies and procedures within the function are adhered to in accordance with regulations, lean thinking and value for money.
   5. Deliver the development, management and evaluation of strategic organisational projects and activities relative to the work of the HR department by applying appropriate management strategies.
   6. Contribute to the development and implementation of relevant departmental policies and procedures in line with relevant national policy and ensure compliance in relation to all relevant regulations and legislation.
   7. Support the SMB Prevention & Education on the preparation, monitoring and review of revenue and capital budgets as appropriate.
   8. Continuously review working practices to identify and manage change programmes to promote continuous improvement.
   9. Manage appropriate and robust quality and assurance systems within the department.
   10. Manage and maintain positive and effective liaison links with appropriate organisations and partners as required.
   11. Support and prepare quality management reports for consideration by the Fire Authority, Senior Management Team and other groups.
   12. Contribute and deliver the implementation of sound business continuity plans which offer an appropriate level of resilience to the Service, where required.
   13. Manage the performance of our people through transparent, structured Personal Development Plans. Driving performance through objective setting, timely reviews and where required structured development plans.
   14. Ensure complete compliance with current Data Protection Legislation through the management of your department.
   15. Attend internal and external training courses as necessary
   16. Undertake any other duties as directed
2. **ROLE SPECIFIC DUTIES** 
   1. Attend internal and external training courses as necessary
   2. To manage the activities and performance of the Princes Trust & Ignite team members, reviewing and monitoring personnel with regard to performance, effectiveness and development.
   3. To promote, maintain and monitor the Authority’s Child Protection / Safeguarding Adults Policies in relation to core activities and outcomes.
   4. To be an active member of the Designated Child Protection Team and be responsible for any relevant follow up activities ensuring confidentiality of data and information.
   5. To continually develop, implement and evaluate the Service’s Schools Education Programme by adopting appropriate teaching methodologies and materials in line with the National Curriculum or National policy.
   6. To continually develop, implement and evaluate the Service’s Intervention Programmes in line with the local, regional and national requirements.
   7. To manage information requests concerning the Services links with young and vulnerable persons and to actively promote the functions activities.
   8. To assist in the design, delivery and evaluation of community safety campaigns to the community.
   9. To be responsible for the delivery of training in relation to the functions core activities e.g. Young Firefighters Association (YFA) instructor induction.
   10. To assist in the organisation and co-ordination of community safety activities to fully utilise resources, in line with the Services strategies.
   11. To deliver safety education and messages to target groups within the community, including vulnerable people and the YFA as required.
   12. To ensure the effective delivery of the Service’s Princes Trust Programme, Ignite and YFA in line with current policy, procedure and prescribed frameworks.
   13. To provide specific and relevant information relating to national, regional and local education and safeguarding issues and objectives.
   14. To manage the research, project planning, collection, analysis and interpretation of data and present recommendations in various formats in order to support management decision making.
   15. To be responsible for the production of management reports and documents relevant to the function.
3. **HEALTH AND SAFETY (GENERAL POLICY)**
   1. By reference to current health and safety legislation and the Service's Health and Safety Policy to ensure that all employees within your department:-
   2. Take reasonable care for their own health and safety.
   3. Consider the safety of other persons who may be affected by their acts or omissions and to cooperate with their employer to perform and comply with any duties or requirements imposed upon them.
   4. Work with machinery, equipment and substances in accordance with information and training provided.
   5. Refrain from intentionally misusing or recklessly interfering with anything that has been provided for the purpose of health, safety and welfare.
   6. Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
   7. Conduct line management responsibilities in relation to Section 2.1 of the Service’s Health, Safety and Welfare Manual.
4. **EQUALITY AND DIVERSITY (GENERAL POLICY)**
   1. To be responsible for managing equality and diversity policies through engagement and a positive attitude to secure continuous improvement in organisational culture.

* 1. To ensure your department have an understanding and commitment to diversity and equality in accordance with service policies and procedures and demonstrate positive promotion of equality and diversity principles through working to the Service’s core values.
  2. To champion the principles of equality and diversity and provide appropriate advice, guidance and support.
  3. To challenge inappropriate behaviour and non-compliance with equality and diversity policies, procedures and principles.

1. **SAFEGUARDING** 
   1. To ensure your department promote the application of the Authority’s Safeguarding Policies.
2. **ENVIRONMENT STRATEGY**
   1. To ensure your department demonstrate an understanding and commitment to the Service’s Environment Strategy, in relation to the environment and carbon reduction policies.