**TITLE OF POST: TEAM MEMBER - PRINCES TRUST**

**GRADE: SC4**

**RESPONSIBLE TO: PRINCES TRUST TEAM LEADER**

**MAIN PURPOSE OF JOB:**

Under the guidance of the Princes Trust Team Leader, to undertake the support and delivery of duties within the function which contribute to the provision of an excellent service, whilst ensuring the effective use of resources. To support department managers in the delivery of exceptional services to our community and key stakeholders.

1. **GENERAL DUTIES** 
   1. To promote the Service Vision, ‘Creating the Safest Community’.
   2. To work effectively and efficiently to support line management in the delivery of the department’s aims and objectives.
   3. To ensure that all policies and procedures within the function are adhered to in accordance with regulations, lean thinking and value for money.
   4. To maintain appropriate and robust information systems within the department.
   5. To maintain positive and effective liaison links with organisations and partners as appropriate.
   6. To support the preparation and production of a variety of quality information for inclusion in management and departmental reports.
   7. To ensure complete compliance with current Data Protection Legislation.
   8. To ensure relevant knowledge is up to date.
   9. To identify and recommend areas of potential improvement.
   10. To represent the function at internal and external meetings and events and take minutes when required.
   11. To support the activities of the function and diary management for line management where required.
   12. To support colleagues with their work as required.
   13. To attend internal and external training courses as necessary.
   14. To undertake any other duties as appropriate to the role.
2. **ROLE SPECIFIC DUTIES**
   1. Assist in managing the activities and performance of the team members, reviewing and monitoring personnel with regard to performance, effectiveness and development.
   2. Assist and support all aspects of delivery of the 12 week programme, ensuring all activities and practices meets the requirements of any prescribed toolkits and frameworks.
   3. Assist in the promotion of the Princes Trust programme, organising and participating in local community events to promote and deliver Princes Trust and community fire safety education as appropriate.
   4. Liaise with internal and external stakeholders to facilitate the delivery of the Princes Trust Programme.
   5. Assist in the recruitment of team members for each 12 week course; assessing and selecting individuals in line with suitability and programme requirements.
   6. To undertake a variety of administrative duties in relation to the role.
   7. To attend the residential week to supervise the running of the programmes.
   8. Responsible for the effective development of team members, providing appropriate mentorship, support and providing feedback as required.
   9. Assist in the planning and delivery of the final team presentation.
   10. Assist in the production and delivery of appropriate training aids, presentations and programmes in line with the needs of the course, delivering specific training to meet individual needs where appropriate.
   11. Assist in carrying out risk assessments of all team activities including projects, team building exercises and residential programmes.
   12. Responsible for the behaviour, welfare and safety of all young people whilst in the care of the Fire Service.
   13. Undertake any other duties appropriate to the post including supporting other diversionary activity programmes.
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:-
   2. 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.
   3. Work with machinery, equipment and substances in accordance with information and training provided.
   4. Refrain from intentionally misusing or recklessly interfering with anything that has been provided for the purpose of health, safety and welfare.
   5. Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
4. **EQUALITY AND DIVERSITY (GENERAL POLICY)**
   1. To ensure an understanding and commitment to equality and diversity 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.
5. **SAFEGUARDING**
   1. To promote the application of the Authority’s Safeguarding Policies.
6. **ENVIRONMENT STRATEGY**
   1. To demonstrate an understanding and commitment to the Service’s Environment Strategy, in relation to the environment and carbon reduction policies.