



Protecting local
communities

VACANCY

Job Title: Community Safety Advocate

Hours: 37 hours per week

Salary: £22,462 - £24,799 (starting salary £22,462)

Location: Stockton Community Fire Station, South Road, Norton, Stockton, TS20 2SU

Cleveland Fire Brigade's Community Safety Department is looking for an enthusiastic, motivated individual to join us as a Community Safety Advocate.

The main duties of this role will be to deliver domestic safety advice to the community including the provision of home fire safety visits and the generation of referrals. You will work within the community with a wide range of partners delivering risk reduction initiatives to vulnerable members of the public. Knowledge of safeguarding legislation and procedures is essential for this post along with understanding of local health issues and support available.

This role is based at our Stockton Hub at Stockton Community Fire Station, but will also include travel to different locations within the Cleveland Fire Brigade community.

To apply please complete an application form and email your completed form to recruitment@clevelandfire.gov.uk. For any queries please contact the Human Resources Department on 01429 874019.

Closing Date: 8 September 2019

Interview: 27 September 2019

Applicants who have not been contacted by 20 September 2019 should assume they have been unsuccessful.



Personal Role Profile

Role Title:	Community Safety Advocate	Reporting To:	Hub Manager
Location:	Stockton Hub	Role/Grade:	Band E
Purpose of Role:	To assist in the delivery of the Brigades Integrated Community Safety Policy enabling the Fire Authority to fulfil its statutory duty to promote fire safety within the community by working with a wide range of partners and delivering risk reduction initiatives to vulnerable members of the community		

Key Responsibilities

1. To deliver domestic safety advice to the community including the provision of home fire safety visits and generation of referrals.
2. To assist where necessary Fire & Rescue Service staff in the delivery of home fire safety initiatives
3. To reduce health inequalities within the community ensuring that all members of the community are able to access Brigade community safety services
4. To strengthen existing partnerships and assist in the development of new partnerships to deliver safety and quality of life programmes to the community
5. To coordinate community based domestic safety activities in line with the Brigades risk based approach
6. To assist in the development and delivery of the Brigade health and wellbeing strategy including delivery of initiatives to support smoking cessation, healthy eating, substance misuse and other local health related issues.
7. To maintain a sound knowledge of safeguarding and vulnerabilities linked to specific community groups and ensure compliance with associated safeguarding processes
8. To carry out evaluation, record individual case notes and complete administration duties as required
9. To support the wider community safety department in delivery of community based activities as required.
10. Your post requires that you wear uniform in accordance with the Dress & Appearance Policy and Procedure
11. Take part in Personal Development Reviews and complete Personal Development Records in accordance with Brigade procedure
12. Maintain relevant skills and knowledge aligned to key responsibilities and National Occupational Standards to determine continued maintenance of competence in role
13. Support and promote equality and diversity, respect and dignity for all staff and members of our local communities in line with Brigade policy
14. Carry out all duties as detailed in the Brigade's Health & Safety Policy

CLEVELAND FIRE BRIGADE

PERSONAL SPECIFICATION – COMMUNITY SAFETY ADVOCATE

	Essential	How Measured	Desirable	How Measured
Qualifications/ Attainments	<ul style="list-style-type: none"> • Excellent numeracy & literacy skills • Driving licence or access to a support driver 	<ul style="list-style-type: none"> • Application Form; Assessment • Application Form, Certificates; 	<ul style="list-style-type: none"> • Good academic background up to 'A' Level standard or evidence of continued professional development 	<ul style="list-style-type: none"> • Application Form, Certificates;
Experience and Knowledge	<ul style="list-style-type: none"> • Experience of effective communications with a wide range of people, particularly vulnerable people who may include : the elderly, people with disabilities, people suffering from social isolation and drug and alcohol dependency • Experience of dealing with challenging situations • Experience of delivering presentations • Knowledge of safeguarding legislation and procedures • Knowledge of local health issues and available support in relation to Health & Wellbeing 	<ul style="list-style-type: none"> • Application Form, Interview; Assessment • Application Form, Assessment; • Application Form, Interview; • Application Form, Interview; • Application Form, Interview; 	<ul style="list-style-type: none"> • Experience of managing people • Experience of working with other agencies including social services 	<ul style="list-style-type: none"> • Application Form, Interview;

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Skills and Competence	<ul style="list-style-type: none"> • PC literate, particularly Word, Excel and PowerPoint and able to work with various software • Organisational skills, including ability to work with competing demands, forward plan and task management skills to manage workload effectively to meet organisation priorities and deadlines • Excellent interpersonal and presentation skills 	<ul style="list-style-type: none"> • Application Form, Assessment; • Application Form, Interview; Assessment • Application Form, Assessment, Interview; 		
Personal Qualities	<ul style="list-style-type: none"> • Tactfully deal with sensitive situations • Self-motivated • Able to work in a team • Ability to mediate, facilitate and negotiate • Ability to be resilient 	<ul style="list-style-type: none"> • Application Form, Interview; • Application Form, Interview; • Application Form, Interview; • Application Form, Interview; • Application Form, Interview; 		
Other Requirements	<ul style="list-style-type: none"> • Commitment to Equality and Diversity • Commitment to Health and Safety 	<ul style="list-style-type: none"> • Application Form, Interview; • Application Form, Interview; 		