



Protecting local
communities

Vacancy

Job Title: Schools Education Coordinator

Hours: 37 Hours per week

Duration: 18 Months Fixed Term Contract

Salary: £23,080 (Development) (starting salary £23,080)
£25,481 (Competent)

Location: Middlesbrough Community Firestation, Park Road South, Middlesbrough, TS5 6LG

Cleveland Fire Brigade have an exciting full time (37 hours) fixed term opportunity for a passionate individual to become immersed in improving community safety through the education of our public on fire and personal safety matters.

This position is predominantly based out of the Community Hub at Middlesbrough Community Station and will work with schools and community groups across the whole of Cleveland area as required, supporting other educators across the organisation where required.

Either a full driving licence or assisted driving is required to undertake this role.

Experience of delivering education to a wide range of children, young people and adults is essential.

To apply click on supporting documents via the below link and then email your application form to recruitment@clevelandfire.gov.uk or contact the Human Resources Department on 01429 874019.

Dates for noting:

Closing Date: **6th November 2020 at 17:00 Hours**

Notification of Shortlist: **9th November 2020**

Assessment: **13th November 2020**

Interviews: **W/C 23rd November 2020**

Working at Cleveland Fire Brigade you will be joining an organisation with firm values and a strong ethos of team work.

As a member of our great team you will have access to a variety of benefits:

- Flexible working with our annualised hours system
- Membership of the Local Government career average pension scheme
- Family friendly policies to help you manage your home and work life balance
- Free access to up to date on-site gyms
- Support when you may need it from the Fire Fighters Charity

- Discounts from local and national chains / suppliers with your Blue Light Card
- 24/7 Employee Assistance line plus excellent occupational health services
- Free parking at any of our sites

We are an Equal Opportunities employer and aim to ensure that our workforce is representative of the communities we serve. We understand that having a workforce which is made up of those from the wide range of communities, localities and backgrounds will enable us to offer the best possible service through strong community links, better understanding of our communities and providing opportunities for all. We particularly welcome applications from individuals from Black or Minority Ethnic Backgrounds (BME), those who identify as Lesbian, Gay, Bisexual or Transgender (LGBT) or are registered as disabled as these groups are currently underrepresented within our workforce.



Job Description and Person Specification

Schools Education Coordinator: Grade E

Job Description

Role Title	Schools Education Coordinator	Reporting to	Hub Manager
Location	Middlesbrough Hub	Role/Grade	Grade E

Purpose of the Job

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 educational initiatives to children and young people in schools and in their own homes.

Key Duties and Responsibilities

Corporate

- 1.1 To create a positive working environment by promoting the Brigade's values and behaviours, equality, diversity and inclusion, health and safety, and health and wellbeing.
- 1.2 To ensure individual continuous development to improve personal and organisational performance.
- 1.3 To attend external forums or working groups as required and network with peers to capture/share learning and good practice.
- 1.4 To ensure compliance with the Data Protection Regulations.
- 1.5 To take part in Personal Development Reviews and complete Personal Development Records in accordance with Brigade procedure.
- 1.6 To maintain relevant skills and knowledge aligned to key responsibilities and National Occupational Standards to determine continued maintenance of competence in role.

Functional

1.7 To assist the Hub Manager and the Community Engagement Manager, contributing towards:

- An overview of Fire Safety Education and advice provided for young people within the Cleveland area.
- The development of Brigade personnel to undertake Community Safety activities.
- The evaluation of existing initiatives; the recording of individual case notes and completing administration duties as required.

1.8 To contribute to the delivery of the following services on a day-to-day basis:

- To support the development and implementation of the Brigade's Schools Education Programme.
- To support the development and implementation of the Brigades Firesetter Intervention programme.
- To assist with the general activities of the Community Safety team in visiting schools and other events which promote fire safety education.
- Take responsibility for maintaining records of schools education activities and firesetter intervention cases in line with Policies and Procedures.

1.9 To keep current with the latest developments and changes to legislation.

- To maintain a sound knowledge of safeguarding and vulnerabilities linked to specific community groups and ensure compliance with associated safeguarding processes.

This document is produced as a guide to the general nature of the post and the list of duties is neither exhaustive nor exclusive.

Role Map

In addition to the general qualities required, the post holder is subject to some aspect of the Fire and Rescue Service Role Map. You will be expected to evidence that you are competent when judged against this role map and maintain that competence through continuing professional development.

WM2: Maintain activities to meet requirements

WM3: Manage information for action

WM4: Take responsibility for effective performance

WM5: Support the development of teams and individuals

WM6: Investigate and report events to inform future practice

WM9: Support the efficient use of resources

WM11: Respond to poor performance in your team

FSB9: Work in partnership to minimise risks to the community

Values and Behaviours

The Authority's 'PRIDE' values are underpinned with a set of expected behaviours for everyone that works for and governs Cleveland Fire Brigade. These behaviours link to leadership and relate to: the impact you have on others, outstanding leadership, service delivery and organisational effectiveness. They are split into four levels which can broadly be matched to roles. These levels are designed to be cumulative so those working in management roles should also demonstrate the preceding level(s) of behaviour. People who are appointed/promoted to and/or developed in roles within the Brigade should be aiming to demonstrate the behaviours relevant to the post to which they are aspiring.

A copy of our values and behaviour framework is included within the Brigade's application pack; if this is not the case please contact the Brigade's Human Resource team as behaviours will be assessed throughout the recruitment/promotion processes.

Uniform

The person appointed to this post is required to wear a uniform and will be provided with the 'Blue Work Wear Uniform' as set out in the Brigade's Dress and Appearance Policy.

Person Specification

Category	Criteria	Measure
Qualifications Competences	<ul style="list-style-type: none"> Excellent numeracy & literacy skills (E) IT literate including Word, Excel, PowerPoint and use of databases (E) Good academic background with a Teaching Qualification (E) Experience of delivering information, advice and guidance on a 1:1 basis (D) 	AC/AF/C AC/C AF/C AF/I/C
Experience	<ul style="list-style-type: none"> Experience of effective communications with a wide range of people including children, parents, partner agencies in a variety of settings (E) Experience of working with variety of curriculum levels up to KS3 (E) Experience of effective self- management, work scheduling and service development (D) Knowledge of youth development activities and appropriate legislation/guidance (D) 	AC/AF/I AC/AF/I AF/I AF/I
Skills, Knowledge and Aptitudes	<ul style="list-style-type: none"> Knowledge of safeguarding legislation and procedures (E) 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 (E) Tactfully deal with sensitive situations (E) Self motivated (E) Able to work as part of a team (E) Ability to mediate, facilitate and negotiate (E) 	AF/I AF/I I/R R I/R I/R
Other	<ul style="list-style-type: none"> Ability to meet the Service's medical requirements (E) Commitment to Equality and Diversity (E) Commitment to Health and Safety (E) Full current driving licence or access to a means of mobility support (E) 	Medical AC/AF/I/C AC/AF/I/C AF/C

Key Criteria

E = Essential

D = Desirable

AF = Application Form

AC = Assessment Centre

I = Interview

R = References

C = Certificate