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| County Durham and Darlington Fire and Rescue ServiceJob Description |
| **Job title:**  | Arson Reduction and Young People Co-ordinator  |
| **Directorate:** | Community Risk Management |
| **Responsible to:** | Arson Reduction and Young People Team Leader |
| **Location:**  | Service Headquarters (However you may be required to serve at any location as so directed) |
| **Purpose of the job:** To provide safety advice, focusing primarily on Arson Reduction, guidance, and education to the community in support of the strategic vision of safest people, safest places. To offer assistance with and co-ordination of all Fire Cadet schemes within CDDFRS. |
| **Context of the role:*** County Durham and Darlington Fire and Rescue Service work towards protecting life and property and providing a quality community protection service.
* Arson Reduction involves the delivery of fire safety advice to members of the public. It is also essential to ensure that the Fire Authority achieves the strategic aims of reducing deaths, injuries and fire losses, thereby reducing the consequential impact on the people of County Durham and Darlington.
* The Fire Cadets currently operating within the service play a significant role in ensuring young people are central to what we do. Those individuals involved are regarded as potential firefighters of the future, therefore huge emphasis must be placed upon supporting and nurturing their development.
* The postholder operates within a framework provided by the Service’s plans, policies and procedures and financial regulations. On a day to day basis the post holder is responsible for coordinating events to assist in reducing the hazards and consequences of fires in the home and community.
* The Service expects the highest standards of communication and conduct from all staff. Respect for confidentiality is essential, all Service policies, directives and procedures must be adhered to.
* All personnel are expected to participate fully in the Services appraisal process as well as undertake relevant training and development activities to improve their work performance, and to contribute to the training and development of others.
* To promote the Service’s policy of equality and fairness, both within the Service and external in order to demonstrate commitment to anti discriminatory practice in all the Service activities.
* To practice and promote the health and safety policies of the Service, and to contribute to the development and progression of health and safety within the sphere of this role for all employees and service recipients.
* The areas of responsibility associated with a particular post may be amended from time to time, and it is expected that the postholder will operate flexibly within the role, location of the role and undertake any other tasks and projects commensurate with the role.
* The post holder will undertake all appropriate safeguarding training as set by the Service
* The post-holder’s role is identified as being involved in work with children and/or vulnerable members of the community and will be subject to a mandatory Disclosure and Barring Service (DBS) check (previously known as Criminal Records Bureau check) prior to confirmation of appointment.
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| Key responsibilities and duties |
| 1 | To liaise with appropriate organisations and Authorities, attending relevant meetings, and to be a member of any committee, working group or party as required and with the agreement of line managers and commensurate with the level of the post. To chair both internal and external meetings when required as directed by line managers. |
| 2 | To design and deliver training both internally and externally which may on occasions include partner organisations. |
| 3 | To support district teams through working closely with the communications teams to ensure arson and deliberate fire reduction remains a key message within the communities of County Durham and Darlington  |
| 4 | To support North and South Divisions and co-ordinate activities relating to community safety exhibitions, attending open days, fetes, fayres, galas, etc. including driving, transporting and setting up equipment and resources.  |
| 5 | To attend training as required relevant to the post. |
| 6 | Prepare and deliver presentations to community. |
| 7 | Work towards bringing service delivery of Fire Cadets in line with national best practice to streamline delivery. |
| 8 | To ensure that all records are compiled and maintained in an accurate and timely manner. This includes the collation and interpretation of complex statistical information and completion and submission all relevant documentation within their level of responsibility. |
| 9 | To support district divisions, supervise and deliver education and training of members of the community in arson reduction and community youth inclusion issues. |
| 10 | To work independently and use initiative to inform and make decisions |
| 11 | To support divisional personnel with the co-ordination of Fire Cadet schemes and community youth inclusion issues.  |
| 12 | To present Arson Reduction and Fire Safety advice to Key stage 2,3, and 4 within schools, and Safer Futures Live |
| 13 | Identify issues and signpost vulnerable children and young people to other agencies to assist them to gain access to relevant resources in order to provide support and development. |
| 14 | To assist with press and media initiatives as directed by the Fire Investigation, Arson Reduction & Young People Manager.  |
| 15 | To wear any uniform or personal protective equipment provided in line with service policy. |
| 16 | To adhere to CDDFRS values and behaviours at all times. |
| 17 | To evaluate on-going campaigns. |
| 18 | To help existing Fire Cadet Co-Ordinators develop our Fire Cadet schemes in line with the NFCC young people workstream. |
| 19 | To support the Fire Investigation and Arson Reduction Manager on safeguarding children. |

Signed by employee

Employee’s name Date

Signed by line manager

Line managers name Date

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| County Durham and Darlington Fire and Rescue Service**Conditions of Employment Summary****Arson Reduction and Young Person Co-Ordinator** |
| Employed under: | National Joint Council for Local Government Services |
| Grade: | Grade 6 (Spinal Column Point 14,15 and 17) |
| **Current salary range** | £23,080 - £24,491 per annum |
| Salary payment: | You will be paid on the last working day of each calendar month, directly into a specified bank or building society account. |
| **Hours of work:** | 37 hours per week, worked over 5 days, Monday to Friday. The actual pattern of working will be set with the Line Manager. Occasional working beyond normal office hours will be required, including some weekend working, and this will be compensated in line with current Service policy.  |
| **Annual leave:** | The annual leave year runs from 1 April to 31 March. Entitlement will be 26 working days per full leave year, rising to 31 days after five years continuous service. Statutory Bank Holidays are additional to these entitlements. |
| **Probationary period:** | 6 Months |
| **Contract status:** | Permanent  |
| **Notice period required by employee:** | One month in writing |
| **Pension scheme:** | The post holder will be automatically enrolled in the Occupational Pension Scheme but will have the option to opt out |
| **Sickness payments:** | Dependent on length of Service, up to a maximum of 6 months full pay and 6 months half pay |
| **Allowances:** | Not applicable |

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| County Durham and Darlington Fire and Rescue Service**Person Specification****Arson Reduction and Young Person Co-Ordinator**  |
|  | **Essential** | **How measured** | **Desirable** | **How measured** |
| **Qualifications/****attainments** | * Current Driving Licence
* A good standard of education (including English Language and Mathematics)
* Formal Teaching qualification or Formal Qualification in Youth/community work or equivalent
 | * Application Form / licence / certificates
 | * IOSH or equivalent
 | * Application / certificates
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| **Knowledge, skills and abilities** | * Good interpersonal and communication skills
* Knowledge and understanding of equality and diversity issues within the community
* Ability to work to deadlines and under occasional pressure
* Ability to use initiative and imagination
* Knowledge of health and safety legislation
* IT skills (including Microsoft Word, PowerPoint, Excel and the internet)
* Ability to work remotely
* Presentation skills
* An ability to demonstrate practical skills
 | * Application / interview
* Application / interview
* Reference / application / interview.
* Interview / application / practical assessment
* Application / interview
* Interview / application / practical assessment
* Reference / application / interview
* Practical assessment
* Practical assessment
 | * A knowledge and understanding of Fire Service working practices and procedures
* Report writing skills
* Motivation and coaching skills
 | * Reference / application / interview
* Application
* Application / interview
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| Experience | * Demonstrate previous or current experience in community work that adds a valuable contribution to the community
 | * Application / interview
 | * Experience of presenting to a wide range of audiences
 | * Application / interview
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| **Personal qualities** | * A commitment to teamwork
* Approachable, friendly disposition
* Tactful and confidential approach to work
* Self-motivated and enthusiastic
 | * Application / interview
* Reference / interview
* Reference
* Reference / application / interview
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| **Additional Information** | * Flexible approach to working hours
* Able to meet Service medical requirements relevant to this role
* Good attendance record
* Mandatory Disclosure and Barring Service (DBS) check (previously known as Criminal Records Bureau check)
 | * Application / interview
* Completion of questionnaire / medical
* Application / interview / reference
* DBS disclosure
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