

Northumberland County Council
JOB DESCRIPTION

Post Title: Community Safety Department Team Leader		Director/Service/Sector: Fire & Rescue		Office Use	
Band: 7		Workplace: Fire & Rescue HQ		JE ref: 2732 HRMS ref:	
Responsible to: Community Safety Department Delivery Manager		Date: September 2013	Manager Level:		
Job Purpose: To develop, deliver and review all Community Safety Department programmes and services					
Resources	Staff	Team of Community Support Officers, volunteers, members of the community at such times as they engage with the Community Safety Department, 'hard to reach' children and young people referred to courses by external agencies			
	Finance	Funding that relates to targets set by external funding agencies in excess of £100k			
	Physical	Implementation of organisational policies and development of departmental policies. Handling and processing confidential and sensitive personal data			
	Clients	Community, partner agencies and schools			
Duties and key result areas:					
<ol style="list-style-type: none"> 1. Responsible for the management of community safety initiatives. 2. Responsible for the management of specific delivery team within the department to enable the delivery of community safety initiatives. 3. Responsible for the preparation of lesson plans and the assessment of learners. 4. Ensure that targets are met as per individual funding contracts 5. Liaise with partner organisations to assist in the recruitment of learners 6. Support the Head of Community Safety Department and Delivery Manager in developing and sustaining working partnerships to deliver the aims and objectives of the Community Safety Department. 7. Support the work of appropriate personnel and external agencies to develop, implement and review the work programmes, courses and action plans for the Community Safety Department. 8. Provide performance management information relating to areas of community safety for which the post holder has responsibility in accordance with the organisation's service plan 9. Carry out appraisals of CSA Support Officers. 10. Assist Area Teams in the delivery of community safety initiatives through the provision of support and training in community safety to operational personnel. 11. Proactively promote the objectives of the Community Safety Department and Young Firefighters Association in the Community. 12. Assist with the management of a branch of the Young Firefighters Association within Northumberland, including administration, finance, provision of equipment and training. 13. Liaise with referral agencies and parents / guardians of young people on courses with regard to integration onto appropriate courses and to deal with related issues eg behaviour. 14. Support implementation of the Young Firefighters Association training syllabus and carry out assessment of competence. 15. Responsible for the planning and delivery of educational programmes including the deployment of resources and appropriate risk assessments for working with children. 16. Support the daily running of the Community Safety Department, including the preparation of venues, delivery of all courses, presentations both on and off Fire and Rescue premises 17. Support the provision of fire-setter and/or hoax caller intervention schemes for referrals from the Youth Offending Team or other agencies. 18. Ensure that all work carried out is accurately recorded, as required by Service and Community Safety Department policies and procedures. 19. Carry out periodic testing and maintenance of Community Safety Department equipment and Personal Protective Equipment, and to complete maintenance records kept in accordance with Fire Service procedures 					

20. Prepare risk assessments of equipment and locations used in the training of Young Firefighters Association members and Department customers, and carry out reviews of such risk assessments as directed.
21. Support measures to ensure that the discipline, morale, welfare, health and safety of customers of the Community Safety Department are maintained in accordance with Service and NCC policies.
22. Attend conferences, working groups and other forums as required at local, regional and national levels.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	The post requires the post-holder to travel to meeting and training venues throughout Northumberland, regional fire and rescue services, and further afield when required
Working patterns:	Full time. Normal office hours, but with flexible working arrangements to meet the demands of the service, which will include some evening and weekend work
Working conditions:	Considerable off-site working, with delivery of programmes across Northumberland and some out-of County residential training.

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PERSON SPECIFICATION

Post Title: Community Safety Department Team Leader	Director/Service/Sector: Fire Rescue	Ref: 2732
Essential	Desirable	Assess by
Knowledge and Qualifications		
<p>Youth work qualification Assessor training Child Protection Level 1 Training IOSH Managing Safely Certificate Teaching qualification – PGCE/PTLLS Training in Equality and Fairness LGV drivers licence Knowledge of fire fighting and fire service activities</p>	<p>Assessor qualification Prince’s Trust Team Leader qualification</p>	
Experience		
<p>Experience of delivering theoretical and practical training Experience of implementing organisation’s Safeguarding protocols/procedures Experience of work with community / youth groups Experience in the delivery of Community Safety initiatives Experience of Fire and Rescue Service operational procedures Experience of completing risk assessments Experience of managing teams</p>	<p>Able to demonstrate adequate knowledge of national and local fire services Delivery of an accredited qualification</p>	
Skills and competencies		
<p>Able to liaise effectively with people at all levels To demonstrative effective leadership skills Able to motivate others Able to demonstrate a fair and unbiased attitude Able to challenge unacceptable behaviour in a constructive manner Able to organise and prioritise tasks and work under pressure Able to set and monitor own work standards Good written and verbal communication skills, with good IT skills Be a conscientious and reliable worker, of good character and able to maintain confidentiality</p>		

Physical, mental and emotional demands		
Supervising children and young people, over a number of weeks or months, who may be socially disadvantaged and display challenging behaviour Supervising children and young people who may have experienced abuse and other types of trauma Potentially dealing with disclosures regarding child protection issues which may be distressing Potential engagement with public/clients in dispute with the fire and rescue service Evening and residential courses, responsible for health, safety and welfare of children under their care		
Other		
Be able to meet the transport requirements of the post.		