

JOB DESCRIPTION

Post Title:	Community Safety Delivery Officer	Director/Service/Sector: Fire & Rescue		Office Use
Band:	4	Workplace: Fire & Rescue HQ		JE ref:
Responsible to:	S&WB Team Leader	Date: October 2019	Manager Level:	HRMS ref:
Job Purpose: To develop and deliver the Safe and Wellbeing programme				
Resources	Staff	No line management responsibility for staff		
	Finance	No responsibilities for managing budget		
	Physical	Delivery Team resources; handling and processing confidential and sensitive personal data		
	Clients	Substantial contact with vulnerable adults and their families including within their own homes.		
Duties and key result areas:				
<ol style="list-style-type: none"> 1. To undertake Safe and Well-Being Visits across Northumberland, in accordance with Community Safety Department (CSD) policy and procedures. 2. To support the CSD Delivery Manager in developing and sustaining working partnerships to deliver the Safe and Well-Being Programme. 3. To support the work of appropriate personnel and external agencies to develop, implement and review the Safe and Well-Being Programme 4. To assist Area Teams in the delivery of community safety initiatives through the provision of support and training in community safety to Emergency Response personnel. 5. To work alongside and in partnership with individuals and families using a range of interpersonal and communication skills. 6. To work in situations where there can be conflict. 7. To network and liaise with other professionals and external organisations to provide services to individuals, families and carers and to challenge and question when necessary in the best interests of the user. 8. To process appropriate referrals; provide/seek advice and information as appropriate and refer appropriately to other agencies. 9. To promote multi-agency working and communication. 10. To ensure that all work carried out is accurately recorded, as required by Service and Community Safety Department policies and procedures. 11. To carry out periodic testing and maintenance of Community Safety Department equipment and Personal Protective Equipment, and complete maintenance records kept in accordance with fire and rescue service procedures. 12. Support measures to ensure that the health, safety and well-being of customers of the Community Safety Department are maintained in accordance with Service and NCC policies. 13. To attend conferences, working groups and other forums as required at local and regional national levels. 14. To establish and maintain appropriate working relationships with individual service users, groups, families and staff of other agencies. 15. To be aware of and implement adult and children safeguarding policies and procedures and directly undertake work in this area; e.g. attending safeguarding strategy meetings. 16. To assist the team in meeting deadlines in submitting research for the Multi-Agency Safeguarding Hub (MASH). 17. To make case recordings and provide reports in accordance with statutory and agency requirements. To use information technology as appropriate. 18. Other duties appropriate to the nature, level and grade of the post 				

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 meetings 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.

Northumberland County Council
PERSON SPECIFICATION

Post Title: Community Safety Delivery Officer	Director/Service/Sector: Fire & Rescue	Ref:
Essential	Desirable	Assess by
Knowledge and Qualifications		
<ul style="list-style-type: none"> ➤ Qualified to GCE Advanced (A) Level or equivalent ➤ GCSE Level (or equivalent) Mathematics and English ➤ Safeguarding Adult & Children Awareness Level 1 Training. 	<ul style="list-style-type: none"> ➤ Training in Equality and Fairness. 	
Experience		
<ul style="list-style-type: none"> ➤ Able to demonstrate adequate knowledge of Health and Safety Legislation. ➤ Good written and verbal communication skills, with basic IT skills. ➤ Able to demonstrate adequate knowledge of relevant child protection and vulnerable adult legislation. 	<ul style="list-style-type: none"> ➤ Experience of work with community / youth groups. ➤ Experience in the delivery of Community Safety initiatives. 	
Skills and competencies		
<ul style="list-style-type: none"> ➤ Able to liaise effectively with people at all levels. ➤ Able to organise and prioritise tasks and work under pressure. ➤ Able to set and monitor own work standards. ➤ Be a conscientious and reliable worker, of good character and able to maintain confidentiality. ➤ Able to demonstrate qualities to motivate others. ➤ Able to demonstrate a fair and unbiased attitude. 		
Physical, mental and emotional demands		
<ul style="list-style-type: none"> ➤ Working with children and vulnerable adults referred from other agencies. ➤ Working with community groups trying to engage the wider public. 		
Other		
<ul style="list-style-type: none"> ➤ Be able to meet the transport requirements of the post. 		