

Job Description

Community Safety Officer

Reference: 1077

Date: March 2026

Job Family:	Community Services / Wellbeing & Community Safety
Level:	2
Band:	6
Career Track:	Technical, Professional and Supervisory

Job Purpose

To support the development, delivery and continuous improvement of Community Safety programmes and services, ensuring effective partnership working, high quality training, and safe, well managed activities for children, young people and community groups.

Service Purpose

Northumberland Fire and Rescue Service (NFRS) is the statutory fire and rescue service for the county of Northumberland, delivering a broad range of prevention, protection and emergency response activities to keep communities safe. The Service operates from 15 fire stations across a large and diverse geographic area, responding to thousands of incidents each year, including fires, road traffic collisions, flooding, major incidents and other emergencies. Guided by the mission of *"Making Northumberland Safer,"* NFRS provides essential services such as community safety education, legislative fire safety, civil contingencies planning, collaborative working with partners, fire prevention initiatives, and emergency call handling. These functions support Northumberland County Council's wider priorities and ensure the Service meets the requirements of the Fire and Rescue National Framework for England.

Duties and Responsibilities

- Support the development, implementation and review of Community Safety programmes, courses and action plans.
- Assist in maintaining partnerships with internal teams, external agencies, schools and referral bodies to support programme delivery.
- Provide support, guidance and training to operational personnel and Area Teams delivering community safety initiatives.
- Promote Community Safety and Prevention programme within the community.
- Support the management of Community Safety and Prevention programmes including administration, finance, equipment and training delivery.
- Liaise with referral agencies, parents and guardians to coordinate course placements and address behavioural or integration issues.

- Deliver and assess educational programmes, ensuring appropriate resources and risk assessments are in place.
- Prepare venues and deliver courses, presentations and interventions both on and off-site.
- Support firesetter and hoaxcaller intervention schemes in partnership with agencies such as the Youth Justice Service.
- Maintain accurate records in line with Service and Departmental procedures.
- Carry out the testing, maintenance and recording of Community Safety equipment and PPE.
- Produce and review risk assessments relating to training activities, venues and equipment.

Person Specification

Professional and Technical Requirements

Qualifications

- Youth work qualification.
- Assessor qualification.
- Safeguarding Adults and Children

Knowledge, Skills and Experience

- Adequate knowledge of Health and Safety legislation.
- Adequate knowledge of child protection and vulnerable adult legislation.
- Ability to prepare and deliver theoretical and practical training.
- Experience working with 'challenging' children or vulnerable groups.
- Experience working with community or youth groups.
- Experience delivering Community Safety initiatives.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Ability to set and monitor own work standards.
- Ability to organise and prioritise tasks, working effectively under pressure
- Ability to meet the transport requirements of the post.

Core Competency Requirements

- **Communication:** Tailors communication to audience and context. Uses listening and questioning techniques to clarify complex issues and support team understanding.
- **Collaboration:** Coordinates with colleagues and partners to deliver shared goals and improve service outcomes.
- **Service Delivery:** Identifies and resolves service issues, improves processes, and ensures policy alignment. Promotes efficiency and avoids waste through practical improvements.
- **Decision-Making:** Uses evidence and judgement to resolve issues and improve delivery.
- **Digital & Data Literacy:** Interprets data to improve services. Applies knowledge of digital risks and ethical data use. Uses basic analytical techniques to support decision making.
- **Adaptability:** Adjusts approach responsively to evolving needs and priorities. Identifies opportunities for continuous improvement and supports others through change.
- **Problem-Solving:** Analyses problems and applies knowledge to develop practical solutions and suggest improvements.
- **Community & Customer Focus:** Engages with service users and customers to improve delivery, ensure accessibility, and reflect diverse needs.

- **Leadership:** Supervises day-to-day activity and supports team development. Coordinates tasks and resources to meet the needs of the service.

Strengths

- **Disciplined** - The role requires strict adherence to safety procedures, risk assessments, child protection, and accurate record keeping.
- **Organiser** - The post involves planning sessions, preparing venues, coordinating programmes, arranging equipment, and managing programme logistics.
- **Preventer** - A core function is anticipating and mitigating risks when working with children, challenging behaviour, and safety critical activities.
- **Precise** - Accurate maintenance records, assessment paperwork, course documentation, and safe deployment of resources require precision.
- **Responsible** - The role deals with safeguarding children, maintaining welfare, overseeing residential, and owning programme delivery.

Desirable

- Training in Equality and Diversity.
- Teaching qualification.
- Knowledge of firefighting and Fire Service activities.