

Northumberland County Council
JOB DESCRIPTION

Post Title: Prevention Department Young Person Education Programme Lead		Director/Service/Sector: Fire & Rescue		Office Use
Band: 7		Workplace: Fire & Rescue HQ		JE ref: 2732 HRMS ref:
Responsible to: Prevention and Partnerships Manager		Date: May 2024	Manager Level:	
Job Purpose: To develop, deliver and review all Prevention programmes and services				
Resources	Staff	Team of Community Support Officers, volunteers, members of the community at such times as they engage with the Prevention 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 prevention/community safety initiatives with a focus on those programmes aimed at young people. 2. Responsible for the management of specific delivery teams within the department to enable the delivery of prevention/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 Prevention Manager and Prevention and Partnerships Manager in developing and sustaining working partnerships to deliver the aims and objectives of the Prevention 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 Prevention Department. 8. Provide performance management information relating to areas of prevention/community safety for which the post holder has responsibility in accordance with the organisation's service plan 9. Carry out appraisals of Prevention Support Officers. 10. Support Emergency Response and Training, Assurance and Safety in the delivery of prevention/community safety initiatives through the provision of support and training in prevention/community safety to operational personnel. 11. Proactively promote the objectives of the Prevention Department in the community. 12. Where necessary, assist with the management of a branch of the Fire Cadet Programme 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 e.g. behaviour. 14. Support the service safeguarding lead to assist in fulfilling the organisation's safeguarding responsibilities. 15. Where necessary, support implementation of the Fire Cadet training syllabus and carry out assessment of competence. 16. Responsible for the planning and delivery of educational programmes including the deployment of resources and appropriate risk assessments for working with children and young people. 17. Support the daily running of the Prevention Department, including the preparation of venues, delivery of all courses, presentations both on and off Fire and Rescue premises 18. Support the provision of Extinguish Programme and/or hoax caller intervention schemes for referrals from the Youth Offending Team or other agencies. 				

19. Ensure that all work carried out is accurately recorded, as required by Service and Prevention Department policies and procedures.
20. Carry out periodic testing and maintenance of Prevention Department equipment and Personal Protective Equipment, and complete maintenance records kept in accordance with Fire Service procedures
21. Prepare risk assessments of equipment and locations used in the training of Fire Cadet members and Department service users, and carry out reviews of such risk assessments as directed.
22. Support measures to ensure that the discipline, morale, welfare, health and safety of customers of the Prevention Department are maintained in accordance with Service and NCC policies.
23. Attend residentials, 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. Attendance at a student offsite residential visit is required up to 3 x 5 day blocks each year
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

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Essential	Desirable	Assess by
Knowledge and Qualifications		
Teaching qualification such as PGCE/PTLLs or willingness to work towards achieving a qualification. Full Drivers Licence	Youth work qualification Child Protection Level 1 Training Teaching qualification – PGCE/PTLLS Assessor qualification Prince’s Trust Team Leader qualification IOSH Managing Safely Certificate Minibus Driver Licence Qualification in Information, Advice or Guidance Experience/training in health and safety Training in Equality and Fairness	
Experience		
Experience of delivering theoretical and practical training Experience of implementing safeguarding protocols/procedures Experience of work with community / youth groups Experience of managing teams Experience of report writing	Delivery of an accredited qualification Experience of completing risk assessments Experience of managing groups of young people on off-site visits including over-night residential visits	
Skills and competencies		
Able to liaise effectively with people at all levels Able to demonstrate 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		

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.		