



COMMUNITY SAFETY ENGAGEMENT LEAD

BACKGROUND INFORMATION

Avon Fire & Rescue Service (AF&RS) serves the Unitary Authority areas of Bristol, Bath & North East Somerset, North Somerset and South Gloucestershire. It has 21 operational fire stations, together with offices, covering all areas, with its Head Quarters based in Portishead, near Bristol. AF&RS Control Centre, where emergency calls are handled, is situated in Lansdown, near Bath.

With an annual budget of around £50 million, AF&RS delivers a wide range of fire, rescue and community safety services across a geographic area of approximately 514 square miles with a residential population of more than one million people.

AF&RS employs over 800 staff made up of: Service Delivery including whole-time and on-call Firefighters, and staff in its Control Centre, Service Delivery Support, and Corporate Services.

This post is within the Vulnerable Adults Team, within the Prevention and Protection Directorate, and reports to the Vulnerable Adults Manager & Joint Safeguarding Lead.

This is an exciting new position within the team aimed at creating opportunities to promote fire safety messages and tackle identified risks in the community. The role will involve collaborating with various organisations and stakeholders, managing projects, supporting communities and partner agencies, and raising awareness about essential fire safety messages.

With effect from July 2023, UK legislation was amended to enable Fire & Rescue Services to undertake standard Disclosure and Barring Service (DBS) checks for all employees. All AF&RS posts therefore require a standard DBS check, with a few defined roles requiring an enhanced DBS check. This post is subject to an enhanced DBS check. These DBS checks will be renewed throughout employment.



Job Description, Core Values and Person Specification

Job Title	Community Safety Engagement Lead
Post Number	1539
Grade	HAY 8
Duration of Post	Open ended ('permanent')
Hours	37 per week
Directorate	Prevention and Protection
Unit or Team	Vulnerable Adults Team
Reports to (give job title)	Vulnerable Adults Manager & Joint Safeguarding Lead
Line management or supervisory responsibilities	Yes
If yes, for which team/s or post/s	Community Partnership Advisor, and Community Referral Advisor
Responsibility for managing a budget	No
Date job was evaluated	19.11.24

Purpose of Job:

Under the direction of the Vulnerable Adults Manager & Joint Safeguarding Lead, identify, design, and execute specific fire safety measures, along with the promotion and distribution of fire safety guidance to at-risk communities and associated partner organisations.

Support the Vulnerable Adults Team in developing, planning, implementing, and evaluating effective educational programs aimed at promoting and improving community safety for vulnerable adults.

Keep the community at the centre of our efforts and help manage a professional service for at-risk communities, embedding fire safety messaging into all aspects of our work.

Structure Chart:



Responsibilities and Duties:	
1.	Investigate relevant opportunities, plan and manage projects, and implement suitable interventions to address the needs of at-risk communities, ensuring their safety at home, while also identifying additional ways for local operational response crews to engage.
2.	Identify innovative methods for engaging at-risk communities and implement processes to effectively support these initiatives.
3.	Design and deliver a variety of fire safety talks and training sessions, both internally and externally, to ensure that the work of the Vulnerable Adults Team is integrated into the community.
4.	Plan, organise, and deliver collaborative multi-agency events that support at-risk communities while effectively promoting fire safety messaging, and participate in relevant events to advocate for fire safety information.
5.	Establish and sustain effective communication and collaborative relationships both internally and externally with relevant groups, agencies, and specialists to share information and promote the department's services, particularly regarding Home Fire Safety Visits and Checks.
6.	Monitor and report on statistical data, focusing on performance indicators related to Home Fire Safety Visits and Online Home Fire Safety Check referrals.
7.	Provide the Vulnerable Adults Manager with relevant context and suggest improvements for efficiencies to assist in decision-making.
8.	Manage the creation of engaging social media content that supports departmental campaigns and safety messaging, with a focus on promoting Home Fire Safety Visits and Checks.
9.	Create relevant and impactful evaluations of projects, events, and training sessions to inform and enhance future delivery.
10.	Ensure ongoing awareness of national and regional best practices through the National Fire Chiefs Council (NFCC) and other external agencies, and oversee the timely updating of procedures, processes, and written information on the intranet and internet.
11.	Oversee the promotion of safeguarding and welfare for vulnerable individuals by managing the processing of internal referrals to obtain external support, ensuring meticulous administration, and proactively escalating concerns when necessary.
12.	Line-manage and support team individuals as directed. Facilitate your team's learning and development by assessing individual staff members against established development objectives, while actively working to enhance development activities and improve overall practices.
13.	Carry out any additional responsibilities as reasonable and appropriate, as agreed with line manager.
Special Notes or Conditions:	
1.	<p>AF&RS requires all staff and leaders to promote equality and diversity by:</p> <ul style="list-style-type: none"> ensuring that, both in your dealings with other employees and with members of the public, you comply with all aspects of the Service's Equality Policy and legislation that outlaws discrimination; treating members of the public and other AF&RS staff with respect, dignity and in line with the expectations determined by our Service values at all times; and taking action when witnessing an act that could be considered discrimination or harassment, challenging it and/or raising with managers.
2.	This role is based in a hub location to be confirmed. Although you are based at a specific location, for efficiency or other business reasons we may require you to travel to and/or work from any base within AF&RS service area or work from home, for which we will pay allowances where appropriate.

3.	If based at Police and Fire Headquarters, this is a secure site and therefore appointment to this post may be subject to passing the required vetting process.
4.	Many posts in AF&RS are hybrid-working with the facility to work from home and from an AF&RS work-base. Your manager will confirm if this applies to this post.
5.	Your job may involve working out of normal office hours, for which mutually agreed compensatory time-off will be given.
6.	Your job may involve you dealing with highly confidential and sensitive information. It is essential that you ensure this information is held and processed securely and that you act with tact and discretion at all times and comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Confidentiality must be maintained, even after leaving this post or AF&RS employment.
7.	You should maintain an awareness of environmental regulations in relation to the remit of your role. All employees have a responsibility to carry out their duties in an environmentally-conscious way and to actively support AF&RS's Environmental Strategy, Policy and objectives.
8.	You must ensure you maintain an awareness of Health and Safety Regulations relevant to the duties and tasks you carry out and report any situations or incidents which could be considered hazardous. You have a responsibility for your own safety and must not endanger that of colleagues/visitors in the workplace or the public.
9.	There may be times when you are required to wear specific clothing suitable to the type of work you are undertaking. This may include AF&RS branded corporate clothing (for example when representing AF&RS externally), or protective clothing for the work being carried out, as deemed appropriate by your line manager.
10.	All AF&RS posts require a standard DBS check, with a few defined roles requiring an enhanced DBS check. This post is subject to an enhanced DBS check. These DBS checks will be renewed throughout employment.

Avon Fire & Rescue Service Core Values

AF&RS expects all employees to accept and work to our Core Values during the course of their employment. These Values require us all to be:

- Respectful
- Honest
- Courageous
- Ambitious
- Inclusive
- Transparent

In addition to our Core Values, all employees should accept and work to the National Fire Chiefs Council (NFCC) Core Code of Ethics:

- **Putting our communities first** – we put the interest of the public, the community and service users first;
- **Integrity** – we act with integrity including being open, honest and consistent in everything we do;
- **Dignity and respect** - we treat people with dignity and respect, making decisions objectively based on evidence, without discrimination or bias;
- **Leadership** – we are all positive role models, always demonstrating flexibility and resilient leadership. We are all accountable for everything we do and challenge all behaviour that falls short of the highest standards;
- **Equality, diversity and inclusion (EDI)** – we continually recognise and promote the value of EDI both within the FRSs and the wider communities in which we serve. We

	stand against all forms of discrimination, create equal opportunities, promote equality foster good relations and celebrate difference.
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Signed confirmation that this Job Description accurately reflects the requirements of the job:			
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Job Holder's Manager		Date	
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Signed agreement to carry out the responsibilities of this Job Description, and of acceptance of Avon Fire & Rescue Core Values:			
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Job Holder		Date	
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See following page for Person Specification

Person Specification

Job Title	Community Safety Engagement Lead			
Post Number	1539			
Grade	HAY 8			
Qualifications, knowledge, experience, skills and personal attributes required for the job:				
	E=Essential D=Desirable	Measured by: A = Application T = Test I = Interview		
		A	T	I
Qualifications/Knowledge				
A level 3 qualification relevant to the role (for example in business administration, supervisory management, customer service, community safety).	E	X		X
Good knowledge and understanding of the importance of robust safeguarding practices.	E	X		X
Good knowledge and understanding of fire safety advice and legislation.	D	X		X
Knowledge and awareness of the types of issues that affect communities and the relevant legislation, policy and good practice relating to addressing these.	D	X		X
Experience				
Managing successful project work which engaged with a range of internal and external stakeholders.	E	X		X
Experience of planning, designing and delivering of effective training and presentations to internal and external partners	E	X		X
Relevant supervisory experience and effective development of others.	E	X		X
Managing workload independently to prioritise tasks effectively, drive workstreams forward and achieve desired objectives.	E	X		X
Experience of planning, organising and delivering events in a multi-agency format.	D	X		X
Producing written documents which utilise data to propose, support or evaluate workstreams.	D	X		X
Skills				
Able to quickly build effective working relationships with individuals.	E	X		X
Able to communicate effectively at all levels, verbally and in writing.	E	X		X
Able to identify relevant training and development needs and to devise/deliver appropriate solutions.	E	X		X
Able to drive with a current driving licence, or ability to arrange suitable alternative transport to travel to various work	E	X		

locations.				
Personal Attributes – these are generic and apply to most posts				
Willingness to accept and work to our Core Values during the course of employment.	E	X		X
Adaptable with a flexible approach to work, to meet business needs.	E	X		X
Able to work effectively both individually and as part of a team.	E	X		X
Professional in conduct.	E	X		X
Strong stakeholder ethic with customer orientated approach.	E	X		X
Committed to undertake relevant training and continuous professional development opportunities.	E	X		X