NORTHUMBERLAND COUNTY COUNCIL

**JOB DESCRIPTION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Post Title:** YFA Project Officer | | | | **Director/Service/Sector:** Fire & Rescue | | **Office Use** |
| **Grade:** Band 6 | | | | **Workplace:** Fire & Rescue HQ | | **JE ref: 2469**  **HRMS ref:** |
| **Responsible to:** YFA Team Leader | | | | **Date:** May 2012 | **Level:** |
| **Job Purpose:**   * To co-ordinate and deliver the Northumberland Young Firefighters Association project | | | | | | |
| **Resources** | **Staff** | YFA team, instructors and volunteers | | | | |
| **Finance** | | YFA project budget | | | | |
| **Physical** | | Project resources: the handling and processing of confidential and sensitive data | | | | |
| **Clients** | | Establishing and maintaining relationships with wide range of people, from apprentices, volunteers, young firefighters, and instructors to senior managers, partner organisations such as the Fire Services Youth Training Association and external funders | | | | |
| **Duties and key result areas:**   * Responsible to the YFA Team Leader for all duties within the role * Develop annual work programmes for inclusion in CSA Department Service Plan in consultation with Line Manager * Responsible for the development, co-ordination and promotion of the YFA * Responsible for the co-ordination and delivery of an annual Northumberland YFA drill competition * Responsible for the co-ordination and delivery of an annual Northumberland YFA camp * Responsible for selecting, interviewing and recruiting instructors for the Young Firefighers Assocation * Ensure the effective management of the Young Firefighters Association through consultation with Team Leader, instructors and volunteers as required * Maintaining records regarding work activities and ensuring all documents and reports are processed within given timescales * Ensuring salary claims are processed within agreed timescales * Monitor the Northumberland YFA budget in consultation with the YFA team leader * Attend training courses appropriate to the role * Support the Community Safety Academy Manager in securing external funding for Northumberland YFA * To identify, collate, disseminate and support good practice in engagement with young people from both local and national arenas in consultation with the Delivery Manager * Attend formal and informal community events and effectively engage with members of the public at all levels * Comply with all policies and risk assessments relating to the role * Develop policies and risk assessments for key areas of responsibilities * Liaise with external partners and agencies to develop and promote community safety programmes including YFA * Support the development of and promote a closer working relationship and understanding of areas of responsibility between the Fire Services Youth Training Association, Affiliated UK Fire and Rescue Services and Northumberland YFA in consultation with the Delivery Manager * Manage databases as required including setting up and maintenance of the system including cleansing, inputting and providing quality assurance * Co-ordinate and prepare progress reports and action plans to achieve project aims objectives and outcomes * Organise, plan and participate in events to promote Northumberland YFA at a local, national and international level * Prepare and deliver presentations and briefings to a local and national audience in consultation with the Delivery Manager * Evaluate effectiveness of programmes and implement improvements where necessary * To promote the Service’s policy of equality and fairness, both within the organisation and external to it   *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 areas within Northumberland and further afield when required | | | |
| Working patterns: | | | Full time with flexible working arrangements to meet the demands of the service, which may include evening and weekend work | | | |
| Working conditions: | | | Mainly office based | | | |

NORTHUMBERLAND COUNTY COUNCIL

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Post Title:** YFA Project Officer | **Director/Service/Sector:** Fire and Rescue | **Ref: 2469** |
| **Essential** | **Desirable** | **Assess by** |
| **Knowledge and Qualifications** | | |
| * Relevant professional experience * Knowledge of managing a budget * Health and Safety qualification | * Membership of an appropriate professional body |  |
| **Experience** | | |
| * Experience of using Microsoft computer software applications including spreadsheets and databases * Experience in collation, analysis and dissemination of information * Experience in Budget monitoring * Developing and maintaining partnerships with external organisations | * Experience of working in a fire and rescue service delivery environment * Experience of working with young people * Experience in delivering presentations to a variety of audiences |  |
| **Skills and competencies** | | |
| * Excellent communication and presentation skills * Have a sound working knowledge of computerised management information systems and databases * Have highly developed ICD skills in use of Microsoft Office applications, particularly Excel, Word and PowerPoint * Ability to prioritise workload, meet deadlines, work under pressure, prepare reports, monitor trends and initiate action * Ability to effectively engage with people at all levels * Ability to work within a team to achieve set targets * Ability to manage the work of others * Demonstrate qualities to motivate others | * Working knowledge of local government and current issues * Knowledge of the work of the fire service * Knowledge of the Fire Services Youth Training Association * Knowledge of Young Firefighters association |  |
| **Physical, mental and emotional demands** | | |
| * Enthusiastic, responsible, articulate, flexible and innovative * Excellent interpersonal skills and an ability to liaise effectively at all levels both internal and external to the organisation |  |  |
| **Other** | | |
| * Willingness to work outside office hours * Able to meet transport requirements of the post | * Able to undertake UK travel |  |