Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title: CSA Development Co-ordinator** | | | | **Director/Service/Sector:** Fire & Rescue | | **Office Use** |
| **Grade: Band 6** | | | | **Workplace:** Fire & Rescue HQ | | **JE ref: 2457**  **HRMS ref:** |
| **Responsible to: CSA Delivery Manager** | | | | **Date:** May 2012 | **Level:** |
| **Job Purpose:**   * To manage and further develop NFRS Volunteer Scheme and Apprentice Programme * To manage the Charitable aspects of Northumberland Young Firefighters Association * To monitor CSA budget * To manage CSA Business Administration | | | | | | |
| **Resources** | **Staff** | Apprentices, Volunteers, Administrators | | | | |
| **Finance** | | Managing YFA, Volunteer and Apprentice budgets, Monitoring £800k CSA Budget, Generating external funding | | | | |
| **Physical** | | Handling and processes of confidential and sensitive data | | | | |
| **Clients** | | Establishing and maintaining relationships with wide range of people, from apprentices and volunteers to senior managers, partner organisations such as Volunteer Centre Northumberland and Northumberland Adult Learning Centre, and members of the community across Northumberland | | | | |
| **Duties and key result areas:**   * Responsible to the CSA Delivery Manager 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 Volunteer Scheme * Responsible for selecting, interviewing and recruiting volunteers into the Volunteer Scheme * Ensure the effective management of the Volunteer Scheme through consultation with Team Leaders and Volunteers as required * Maintaining records regarding work activities and ensuring all documents and reports are processed within given timescales * Ensuring subsistence claims are processed within agreed timescales * Responsible for all charitable aspects of Northumberland Firefighters Association * Responsible for the co-ordination of press and publicity of Northumberland Young Firefighters Association in conjunction with NCC Communications Department * Identify and apply to external funding sources to maintain and further develop the volunteer, apprentice and Young Firefighter Association programmes * Develop and monitor effective systems for management of the department budget in consultation with the Department Policy and Team Manager * Responsible for business administration within the department * Responsible for management and development of the Apprentice Scheme within NFRS * Manage Apprentices within NFRS to achieve relevant qualifications * Develop and deliver apprentice training * Responsible for the design and delivery of CSA staff training in response to the needs of the organisation * Manage all levels of formal qualification delivery within the department; including development, co-ordination and delivery at national, regional and local level * Carry out Internal Verification of programme qualifications * Attend training courses appropriate to the role * 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 * Represent Northumberland Fire and Rescue Service at relevant partnerships and working groups * Evaluate effectiveness of programmes and implement improvements where necessary   *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 | | | |

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**PERSON SPECIFICATION**

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| **Post Title: Development and Co-ordination Officer** | **Director/Service/Sector:** Fire and Rescue | **Ref: 2457** |
| **Essential** | **Desirable** | **Assess by** |
| **Knowledge and Qualifications** | | |
| * Relevant Professional Qualifications * Knowledge of existing and proposed legislation relating to the work of Volunteers * Knowledge of managing a budget * Health and Safety qualification * Knowledge of qualifications and systems | * Teaching or coaching qualification * Knowledge of the Fire and Rescue Service |  |
| **Experience** | | |
| * Working in a community safety/development role * Budget monitoring * Developing and maintaining partnerships with external organisations * Leading a team | * Managing or working in a Volunteering role |  |
| **Skills and competencies** | | |
| * Excellent communication and presentation skills * Ability to deliver theoretical and practical training * Ability to meet deadlines, work under pressure, prepare reports, monitor trends and initiate action * Ability to effectively engage with people at all levels * Ability to manage the work of others * Demonstrate qualities to motivate others | * Working knowledge of local government and current issues |  |
| **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 |  |  |