**TITLE OF POST:** Youth Engagement and Safeguarding Manager

**GRADE:** Scale POD (SCP 33-36)

**RESPONSIBLE TO:** SMB Prevention & Education

**MAIN PURPOSE OF JOB:**

To develop and manage strategies, policies and activities relating to community safety education programmes and initiatives and to provide specialist advice and support regarding safeguarding best practice.

# MAIN DUTIES AND RESPONSIBILITIES

# 1 GENERAL DUTIES

* 1. To promote the Service vision, ‘Creating the safest community’.
  2. To ensure that all policies and procedures within the function are adhered to and in accordance with regulations, lean thinking and value for money principles.
  3. To be responsible for the development and implementation of relevant functional policies and procedures in line with current and future national policy, best practice, and ensure compliance with all relevant regulations and legislation.
  4. To manage the activities and performance of the Princes Trust and Fire Cadet teams, reviewing and monitoring personnel with regard to performance, effectiveness and development.
  5. To be responsible for the preparation, monitoring and review of budgets associated with the function.
  6. To promote, maintain and monitor the Authority’s Child Protection / Safeguarding Adults Policies in relation to core activities and outcomes.
  7. Be responsible for any relevant safeguarding follow up activities ensuring confidentiality of data and information.
  8. To continually develop, implement and evaluate the Service’s Schools Education Programme by adopting appropriate teaching methodologies and materials in line with the National Curriculum or National policy.
  9. To continually develop, implement and evaluate the Service’s Intervention Programmes in line with the local, regional and national requirements.
  10. To manage information requests concerning the Services links with young and vulnerable persons and to actively promote the functions activities.
  11. To assist in the design, delivery and evaluation of community safety campaigns to the community.
  12. To be responsible for the delivery of training in relation to the functions core activities e.g. Fire Cadet instructor induction.
  13. To assist in the organisation and co-ordination of community safety activities to fully utilise resources, in line with the Services strategies.
  14. To deliver safety education and messages to target groups within the community, including vulnerable people and Fire Cadets as required.
  15. To ensure the effective delivery of the Service’s Princes Trust Programme, Fire Cadets, Juvenile Firesetter Education and School Education in line with current policy, procedure and prescribed frameworks.
  16. To provide specific and relevant information relating to national, regional and local education and safeguarding issues and objectives.
  17. To develop and maintain effective partnerships with external organisations to assist and promote the functions activities.
  18. To manage the research, project planning, collection, analysis and interpretation of data and present recommendations in various formats in order to support management decision making.
  19. To be responsible for the production of management reports and documents relevant to the function.
  20. To ensure compliance with the General Data Protection Regulations and ensure data security is maintained.
  21. To attend internal and external training courses as necessary
  22. To undertake any other duties appropriate to the post.

1. **HEALTH AND SAFETY**

2.1 By reference to current health and safety legislation and the Service's

Health and Safety Policy to ensure that all employees:-

* Take reasonable care for their own health and safety
* Consider the safety of other persons who may be affected by their acts or omissions and to cooperate with their employer to perform and comply with any duties or requirements imposed upon them
* Work with machinery, equipment and substances in accordance with information and training provided
* Refrain from intentionally misusing or recklessly interfering with anything that has been provided for the purpose of health, safety and welfare
* Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay
* Conduct line management responsibilities in relation to Section 2.1 of the Service’s Health, Safety and Welfare Manual.

**3 DIVERSITY AND EQUALITY (GENERAL POLICY)**

* 1. To ensure an understanding and commitment to diversity and equality in accordance with service policies and procedures and demonstrate positive promotion of diversity and equality principles through working to the Service’s core values.
  2. To champion the principles of diversity and equality and provide appropriate advice, guidance and support.
  3. To challenge inappropriate behaviour and non-compliance with diversity and equality policies, procedures and principles.

**4 SAFEGUARDING CHILDREN AND VULNERABLE PERSONS**

4.1 To promote the application of the Authority’s Safeguarding Policies.

**5 ENVIRONMENT STRATEGY**

5.1 To demonstrate an understanding and commitment to the Service’s Environment Strategy, in relation to the environment and carbon reduction policies.