



Protecting local  
communities

## **VACANCY**

**Job Title:** Community Safety Advocate

**Hours:** 18.5 hours per week

**Salary:** £22,462- £24,799 (Starting Salary £22,462 pro rata)

**Location:** Middlesbrough Community Fire Station, 115 Park Road South, Middlesbrough, TS5 6LG.

Cleveland Fire Brigade's Community Safety Department is looking for an enthusiastic, motivated individual to join us as a Community Safety Advocate.

The main duties of this role will be to deliver domestic safety advice to the community including the provision of home fire safety visits and the generation of referrals. You will work within the community with a wide range of partners delivering risk reduction initiatives to vulnerable members of the public. Knowledge of safeguarding legislation and procedures is essential for this post along with understanding of local health issues and support available.

This role is based at our, Middlesbrough Hub at Middlesbrough Community Fire Station, but will also include travel to different locations within the local community.

Working at Cleveland Fire Brigade you will be joining an organisation with firm values and a strong ethos of team work.

As a member of our great team you will have access to a variety of benefits:

- Flexible working with our annualised hours system
- Membership of the Local Government career average pension scheme
- Family friendly policies to help you manage your home and work life balance
- Free access to up to date on-site gyms
- Support when you may need it from the Fire Fighters Charity
- Discounts from local and national chains / suppliers with your Blue Light Card
- 24/7 Employee Assistance line plus excellent occupational health services
- Free parking at any of our sites

To apply please complete an application form and email your completed form to [recruitment@clevelandfire.gov.uk](mailto:recruitment@clevelandfire.gov.uk). For any queries please contact the Human Resources Department on 01429 874019.

**Closing Date: 29<sup>th</sup> March 2020**

**Assessment: 6<sup>th</sup> April 2020**

**Interview: 17<sup>th</sup> April 2020**

**Applicants who have not been contacted by 2<sup>nd</sup> April 2020 should assume they have been unsuccessful.**



## Personal Role Profile

<b>Role Title:</b>	Community Safety Advocate	<b>Reporting To:</b>	Hub Manager
<b>Location:</b>	Middlesbrough Hub	<b>Role/Grade:</b>	Band E
<b>Purpose of Role:</b>	To assist in the delivery of the Brigades Integrated Community Safety Policy enabling the Fire Authority to fulfil its statutory duty to promote fire safety within the community by working with a wide range of partners and delivering risk reduction initiatives to vulnerable members of the community		

### Key Responsibilities

1. To deliver domestic safety advice to the community including the provision of home fire safety visits and generation of referrals.
2. To assist where necessary Fire & Rescue Service staff in the delivery of home fire safety initiatives
3. To reduce health inequalities within the community ensuring that all members of the community are able to access Brigade community safety services
4. To strengthen existing partnerships and assist in the development of new partnerships to deliver safety and quality of life programmes to the community
5. To coordinate community based domestic safety activities in line with the Brigades risk based approach
6. To assist in the development and delivery of the Brigade health and wellbeing strategy including delivery of initiatives to support smoking cessation, healthy eating, substance misuse and other local health related issues.
7. To maintain a sound knowledge of safeguarding and vulnerabilities linked to specific community groups and ensure compliance with associated safeguarding processes
8. To carry out evaluation, record individual case notes and complete administration duties as required
9. To support the wider community safety department in delivery of community based activities as required.
10. Your post requires that you wear uniform in accordance with the Dress & Appearance Policy and Procedure
11. Take part in Personal Development Reviews and complete Personal Development Records in accordance with Brigade procedure
12. Maintain relevant skills and knowledge aligned to key responsibilities and National Occupational Standards to determine continued maintenance of competence in role
13. Support and promote equality and diversity, respect and dignity for all staff and members of our local communities in line with Brigade policy
14. Carry out all duties as detailed in the Brigade's Health & Safety Policy

Role Map of National Occupational Standards	Nos	Modules
Maintain activities to meet requirements	WM2	
Manage information for action	WM3	
Take responsibility for effective performance	WM4	
Support the development of teams and individuals	WM5	
Investigate and report events to inform future practice	WM6	
Support the efficient use of resources	WM9	
Respond to poor performance in your team	WM11	
Work in partnership to minimise risks to the community	FSB9	

Personal Qualities and Attributes (PQAs)			
<p><b>Commitment to Diversity and Integrity</b> Promotes and manages diversity and demonstrates a fair and ethical approach in all situations</p> <p><b>Openness to Change</b> Proactively supports change, seeking opportunities to promote improved organisational effectiveness</p> <p><b>Confidence and Resilience</b> Consistently projects and promotes a confident, controlled and focused attitude in highly challenging situations</p> <p><b>Working with others</b> Leads, involves and motivates others both within the Fire &amp; Rescue Service and in the community</p> <p><b>Effective communication</b> Communicates effectively, both orally and in writing</p> <p><b>Commitment to Development</b> Committed and able to develop self, individuals and teams to improve organisational effectiveness</p> <p><b>Problem Solving</b> Understands and applies relevant information to make appropriate decisions which reflect key priorities and requirements</p> <p><b>Situational Awareness</b> Maintains an active awareness of the environment to promote safe and effective working</p> <p><b>Commitment to Excellence</b> Leads groups to achieve excellence by the establishment, maintenance and management of performance requirements</p> <p><b>Planning and implementing</b> Creates and implements effective plans to deliver a range of organisational objectives</p>			
Signatures			
Approved by: Line Manager		Date:	
Agreed by: Post Holder		Date:	
Authorised by Head of L&D		Date:	

## CLEVELAND FIRE BRIGADE

### PERSONAL SPECIFICATION – COMMUNITY SAFETY ADVOCATE

	Essential	How Measured	Desirable	How Measured
<b>Qualifications/ Attainments</b>	<ul style="list-style-type: none"> <li>• Excellent numeracy &amp; literacy skills</li> <li>• Driving licence or access to a support driver</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form; Assessment</li> <li>• Application Form, Certificates;</li> </ul>	<ul style="list-style-type: none"> <li>• Good academic background up to 'A' Level standard or evidence of continued professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form, Certificates;</li> </ul>
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of effective communications with a wide range of people</li> <li>• Experience of delivering presentations</li> <li>• Knowledge of safeguarding legislation and procedures</li> <li>• Knowledge of local health issues and available support in relation to Health &amp; Wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form, Interview; Assessment</li> <li>• Application Form, Assessment;</li> <li>• Application Form, Interview;</li> <li>• Application Form, Interview;</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing people</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form, Interview;</li> </ul>

<b>Skills and Competence</b>	<ul style="list-style-type: none"> <li>• PC literate, particularly Word, Excel and PowerPoint and able to work with various software</li> <li>• Organisational skills, including ability to work with competing demands, forward plan and task management skills to manage workload effectively to meet organisation priorities and deadlines</li> <li>• Excellent interpersonal and presentation skills</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form, Assessment;</li> <li>• Application Form, Interview; Assessment</li> <li>• Application Form, Assessment, Interview;</li> </ul>		
------------------------------	---	--	--	--