

JOB DESCRIPTION

Post Title: Community Safety Department Delivery Manager	Director/Service/Sector: Fire & Rescue – Community Safety Academy		Office Use
Grade: Band 8	Workplace: Fire & Rescue HQ		JE ref: 2312
Responsible to: Community Safety Academy Manager	Date:	Manager Level:	HRMS ref:
Job Purpose: To manage the delivery of Community Safety Academy (CSA) programmes			
Resources	Staff	Direct line management responsibility for 9 staff, indirect responsibility for 8 further staff, in addition to sessional instructors and volunteers	
	Finance	Monitoring of contract performance and direct budget of £100k	
	Physical	Delivery Team resources including some vehicles and equipment; handling and processing confidential and sensitive data relating to vulnerable adults and children.	
	Clients	Managers and officers of service users, partner agencies and key stakeholders.	
Duties and key result areas:			
<ol style="list-style-type: none"> 1. To assist the Community Safety Academy Manager in the overall efficient and effective management of the Community Safety Academy, to ensure that stated objectives are achieved. 2. To assist in the production of department objectives, with an underpinning Service Plan for the Community Safety Academy, which will positively contribute towards the achievement of NFRS and NCC strategic objectives. 3. To deputise for the CSA Manager when required. 4. To develop and sustain working partnerships with all appropriate agencies to deliver the aims and objectives of the Community Safety Academy. 5. To assist in the daily organisation and direction of the Community Safety Academy, including the allocation and supervision of resources, development and appraisals. 6. To be responsible for the delivery and monitoring of targeted programmes to promote and enhance community safety 7. To develop and maintain robust quality assurance systems for all programmes. 8. To monitor the CSA external budget. Providing reports and initiating action as required. 9. To be responsible for funding returns required by external funding providers. 10. To generate external funding for community safety programmes. 11. To assist in the collation and presentation of information required for internal and external audits of Northumberland Fire and Rescue Service, and/or the Community Safety Academy. 12. To lead the day to day operation of the Fire & Rescue Volunteer Scheme. 13. To assist in the production and maintenance of Community Safety Policy, Strategy, Procedures and Training Manuals 14. To assist in the recruitment, monitoring of performance and development of all community safety staff. 15. To be responsible for the management of discipline, morale, welfare, and health and safety of department staff in accordance with Northumberland Fire and Rescue Service and Northumberland County Council Policies 			

- 16. To assist in the evaluation and quality assurance of programmes delivered by CSA.
- 17. To support Fire Service Youth Training Association Executive strategic objectives and develop resultant policies and guidance
- 18. To be a member of, and where appropriate chair/lead any committees or working groups at Service, District, County, Regional or National levels.
- 19. To be responsible for risk and equality impact assessments within the remit of the post

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-holder is required to travel to meeting and training venues throughout Northumberland, regional fire and rescue services, and further afield when required
Working patterns:	Full time. Normal office hours, but with flexible working arrangements to meet the demands of the service, which will include some evening and weekend work Occasional overnight stay.
Working conditions:	Office based with some off-site working

Northumberland County Council

PERSON SPECIFICATION

Post Title: Community Safety Department Delivery Manager	Director/Service/Sector: Fire Rescue – Community Safety Academy	Ref: 2312
Essential	Desirable	Assess by
Knowledge and Qualifications		
<ul style="list-style-type: none"> ● Degree or an appropriate educational qualification ● Relevant management training / qualification. ● Relevant Health & Safety training / qualification 	<ul style="list-style-type: none"> ● Teaching qualification ● Training and Workplace Assessor Qualification 	
Experience		
<ul style="list-style-type: none"> ● Experience of project management ● Experience in the management and development of staff ● Demonstrable experience of managing community safety initiatives. ● Experience in the management of budgets ● Working with the voluntary sector ● Experience of developing and implementing quality and evaluation programmes 	<ul style="list-style-type: none"> ● Mentoring in the workplace ● Work with community / youth groups. 	
Skills and competencies		
<ul style="list-style-type: none"> ● An understanding of the local education system ● Knowledge of the National Curriculum in the UK ● Ability to research and interpret data relating to community risks ● Good written and verbal communication skills, with enhanced ICT skills. ● Prepare reports, monitor trends and initiate action. ● Ability to produce and implement a strategy to achieve stated objectives ● Able to demonstrate adequate knowledge of relevant child protection and vulnerable adult legislation. ● Able to liaise effectively with people at all levels. ● Able to organise and prioritise tasks and work under pressure. ● Able to set and monitor own work standards. ● Able to maintain confidentiality and apply the principles of data protection ● Able to demonstrate leadership qualities and the ability to motivate others. ● Able to co-ordinate and supervise the work of a team. 	<ul style="list-style-type: none"> ● Knowledge of local government arrangements within Northumberland. ● Able to demonstrate adequate knowledge of National and Local Fire Service Organisations. 	
Physical, mental and emotional demands		

<ul style="list-style-type: none">• Regular working to strict deadlines often with conflicting requirements and at short notice.• Working with 'challenging' children• Dexterity, co-ordination and sensory skills to achieve the required standard of keyboard accuracy• Able to work with difficult and demanding people and situations• Negotiation skills		
Other		
<ul style="list-style-type: none">• Able to meet the transport requirements of the post in respect of use of vehicles• Willingness to work outside of normal office hours		