 Job Description and Person Specification

**Youth Engagement Coordinator: Grade E**

**Job Description**

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| Role Title | **Youth Engagement Coordinator** | Reporting to | **Youth Engagement Manager** |
| Location | **Mini Fire Station Middlesbrough** | Role/Grade | **Grade E** |

**Purpose of the Job**

To ensure the coordination and delivery of specialist Young persons and Community Engagement Programmes and to develop and maintain partnerships with other agencies in support of programmes to be delivered across the Brigade area, including commissioned services.

**Key Duties and Responsibilities**

**Corporate**

1. Ensure the efficient completion of administration within appropriate timescales
2. Coordinate the use of Brigade resources to ensure programme requirements are met
3. Support the ongoing evaluation of programmes to ensure that both the aims and objectives of the Brigade and the commissioning body are being met, and report as required to the Youth Engagement Manager
4. To monitor own work and identify best practice opportunities to improve service provision, commissioned services, and personal development
5. All duties to be carried out with due regard to Brigade Policy and Procedures relating to Child and Adult Protection, Data Protection and Confidentiality
6. Your post requires that you wear uniform in accordance with the Dress & Appearance Policy and Procedure
7. Take part in Personal Development Reviews and complete Personal Development Records in accordance with Brigade procedure
8. Maintain relevant skills and knowledge aligned to key responsibilities and National Occupational Standards to determine continued maintenance of competence in role
9. Support and promote equality and diversity, respect and dignity for all staff and members of our local communities in line with Brigade policy
10. Carry out all duties as detailed in the Brigade’s Health & Safety Policy

**Functional**

**To assist the Youth Development Manager and wider team by contributing towards delivery of face to face youth engagement activity on a day-to-day basis:**

* Ensure the coordination and delivery of the Young Persons and Community Engagement Programmes, as directed by the Youth Engagement Manager
* Establish and maintain links with other agencies to ensure that the requirements of Young Persons and Community Engagement Programmes are met
* Support the coordination and development of Programmes, to be delivered as and when required by the Brigade

This document is produced as a guide to the general nature of the post and the list of duties is neither exhaustive nor exclusive.

**Role Map**

In addition to the general qualities required of a technician, the post holder is subject to some aspect of the Fire and Rescue Service Role Map. You will be expected to evidence that you are competent when judged against this role map and maintain that competence through continuing professional development.

* WM1: Contribute to good housekeeping
* WM2: Ensure your own actions reduce risks to health and safety of yourself and others
* WM3: Maintain positive working relationships
* WM8: support the efficient use of resources

**Values and Behaviours**

The Authority’s ‘PRIDE’ values are underpinned with a set of expected behaviours for everyone that works for and governs Cleveland Fire Brigade. These behaviours link to leadership and relate to: the impact you have on others, outstanding leadership, service delivery and organisational effectiveness. They are split into four levels which can broadly be matched to roles. These levels are designed to be cumulative so those working in management roles should also demonstrate the preceding level(s) of behaviour. People who are appointed/promoted to and/or developed in roles within the Brigade should be aiming to demonstrate the behaviours relevant to the post to which they are aspiring.

A copy of our values and behaviour framework is included within the Brigade’s application pack; if this is not the case please contact the Brigade’s Human Resource team as behaviours will be assessed throughout the recruitment/promotion processes.

**Uniform**

The person appointed to this post is required to wear a uniform and will be provided with the ‘Blue Work Wear Uniform’ as set out in the Brigade’s Dress and Appearance Policy.

**Person Specification**

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| **Category** | **Criteria** | **Measure** |
| **Qualifications**  **Competences** | * Current full driving licence (E) * Must have sound educational background and be literate and numerate (E) | AF/C  AF/C |
| **Experience** | * At least 3 years’ experience working face to face with young people (E) * Experience working with young people who display challenging behaviour (D) * Experience of working as part of a team (E) | AF/I/AC  AF/I  AF/I |
| **Skills, Knowledge and Aptitudes** | * Up to date knowledge of safeguarding (E) * Understanding of issues affecting young people in the current climate (E) * Experience of working with young people in schools (D) * Basic IT knowledge familiar with MS Office (D) | AF/I  AF/I/AC  AF/I  AF/I |
| **Other** | * Good health and attendance record (E) * Ability to meet the Service’s medical requirements ( E) * A good standard of physical fitness to carry out practical activities with young people (D) | AF/R  Medical  AF/I |

**Key Criteria**

E = Essential

D = Desirable

AF = Application Form

AC = Assessment Centre

I = Interview

R = References

C = Certificate