

## Service Document Standard Form:

### Role Profile

Community Safety Coordinator

Linked documents: *Job Evaluation Guidance Note*



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ROLE DETAILS:	
<b>Role Title:</b>	Community Safety Coordinator
<b>Grade:</b>	H
<b>Service area:</b>	Prevention
<b>Responsible to:</b>	Community Safety Team Leader

### **PURPOSE OF THE ROLE:** *Why the role exists and what it has to achieve*

To co-ordinate and assist in the delivery of community engagement, prevention and partnership activities for an area of Buckinghamshire & Milton Keynes Fire Authority (BMKFA). This will be achieved in partnership with station-based staff and external agencies.

### **DIMENSIONS OF THE ROLE:** *The key statistics associated with the role*

**Financial** (direct or non-direct): n/a

**Staff responsibilities** (direct or non-direct): n/a

**Any other statistical data:** Support station-based staff to identify data sets relevant to their station planning

### **PRINCIPAL ACCOUNTABILITIES:** *What the role is accountable for and required to deliver*

- To contribute to the achievement of the Authority's Public Safety Plan (formally known as the Integrated Risk Management Plan; IRMP) and Corporate Business Plan objectives for prevention activities of service delivery, within the agreed budgetary provision and optimum efficiency
- To ensure the Community Safety Team Leader receives regular, timely and comprehensive reports on prevention issues which allow them to effectively discharge their responsibilities.
- To participate in partnership activities with local authorities, health services, the police, the private sector and voluntary organisations

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- To assist the Community Safety Team Leader and Watch Commanders with the planning and implementation of community safety activities and other activities relating to their service delivery area plan
- To ensure that suitable and sufficient training is in place for station-based staff, external agencies and volunteers undertaking prevention (community safety) activities
- To liaise with local schools to encourage and support the use of Key Stage 2, safety presentations and to integrate this activity with visits to the Safety Centre
- To deliver prevention presentations to external agencies and outside bodies
- To carry out Fire and Wellness Visits and arrange initiatives to support the delivery of Fire Sense
- To assist the Community Safety Team Leader and introduce any project or activity that meets an identified need in the local community safety programme
- To work with effective partners to deliver externally funded programmes that meet an identified need in the local community safety programme

### DECISION MAKING:

#### Make decisions:

- To have the autonomy to use their professional judgement to make decisions and recommendations

#### Significant say in decisions:

- Identify and contribute towards decisions to engage or liaise with other services where appropriate

### CONTACT WITH OTHERS: *The frequent contact the role holder has with others and for what purpose*

#### Internal:

- Regular liaison with station-based staff to support them in planning and delivering prevention activity reflective of the needs of their service delivery area (station planning)

#### External:

- Establish effective working relationships with vulnerable members of the public, care providers and appropriate professionals from partner agencies to identify further support where necessary

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### PERSONAL REQUIREMENTS:

- To participate in a programme of continuous personal and professional development relevant to the role.
- To demonstrate conduct and behaviours in accordance with the Service policies, values and norms.
- To comply with the Services' aims, organisational values and behaviours and their impact on this post.
- To be committed to protecting and respecting the privacy of individuals and the responsible handling of personal information.
- To ensure all aspects of health and safety are adhered to. Ensuring that all employees, visitors, contractors etc. within the area are following statutory requirements and Service policies and procedures.
- The Service is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all employees and volunteers to share this commitment.
- To undertake, with appropriate training, the duties of other roles as required.
- To mentor and coach employees as required.
- To contribute to the development and implementation of relevant policies and procedures.
- Attend meetings as required and submit information in appropriate formats as required.
- To undertake any other duties which fall within the broad spirit, scope, levels and purpose of this role that may reasonably be required from time to time, at any location required by the Service.

### REQUIREMENTS: Essential Criteria

*The skills, knowledge, qualifications and training required to perform the role*

#### Qualifications & Training:

- Higher level qualifications, A level, Apprenticeship or NVQ level 3 or equivalent
- IOSH Managing Safely or willingness to work towards
- Full UK valid driving license
- AET or equivalent

#### Experience:

- Partnership working

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### Skills:

- Influencing and persuading
- Ability to work to time sensitive deadlines
- Ability to work in a team and to interact with individuals
- Communication and presentation abilities to all age groups

### Knowledge:

- Computer literate in Office 365 applications
- Understanding of the need to accurately record case work
- Good understanding of safeguarding categories, the ability to recognise potential signs of abuse and when it is appropriate to raise a referral

### REQUIREMENTS: Desirable Criteria

*The skills, knowledge, qualifications and training required to perform the role*

### Experience:

- Experience with working with vulnerable young people and adults, support workers and/or carers
- Experience of working with neighbourhood policing teams, mental health teams, social care teams, and advocacy forums
- Recognition of the limitations or parameters of the advice and guidance which can be provided in relation to fire prevention

### Knowledge:

- Awareness of wider and developing safeguarding issues relevant to the community working within
- Understanding of the needs and lifestyles of vulnerable people and the fire risks these may present
- Knowledge of the Specialised Housing Guide

### ANY ADDITIONAL INFORMATION: *Information relevant to the role.*

The post holder will be expected to have a flexible approach to work including delivering prevention activities in the evenings or at weekends, and possess a high level of integrity, honesty, reliability and confidentiality.

This role profile will be supplemented by annual target-based outcomes, which will be developed in conjunction with the role holder. It will be subject to regular review and the Service reserves the right to amend or add to the content listed above.