

Service Document Standard Form:**Role Profile**

Community Safety Coordinator

*Linked documents: Job Evaluation Guidance Note*

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ROLE DETAILS:

Role Title:	Community Safety Coordinator
Grade:	H
Service area:	Prevention, Response and Resilience
Responsible to:	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 Fire & Rescue Service (the Service).

Reducing the instances, injuries, and detrimental impact of fire across Buckinghamshire and Milton Keynes, through delivering fire education, prevention and other health and welfare related advice and guidance.

Contribute to the effective delivery of the Prevention Strategy as part of the Prevention team. To partner with the Prevention team in the effective implementation and efficient delivery of Prevention and to positively add value to the team, objectives of Prevention and the Service

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
- Recording and reporting on equipment installed and issued

Service Document Standard Form:

Role Profile

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

- Assist the Community Safety Team Leader with the introduction of projects and activities that support the delivery of the Prevention Strategy
- Ensure safeguarding referrals and follow up activities are appropriately dealt with
- Ensure the Community Safety Team Leader receives regular, timely and comprehensive reports on Prevention issues
- Participate in partnership activities with partner agencies
- Monitoring operational incidents across the Service and following up with Prevention activity as appropriate
- Assist the Community Safety Team Leader and station-based staff with the planning and implementation of community safety activities and other activities relating to their service delivery area plan
- Provide appropriate training to station-based staff to ensure the effective local delivery of Prevention activity
- Apply the Service's Safeguarding policy and procedure to recognise or identify potential safeguarding issues, raising them appropriately
- Support and promote the use of Staywise as the Service's educational offering
- Ensure all vehicles and equipment is maintained to the standards expected. Following the Service's defect procedure where appropriate
- Draft and deliver Prevention presentations to external agencies and outside bodies
- Conduct and record Home Fire Safety Visits and where appropriate, on more complex cases, to follow up with partner agencies and through internal safeguarding routes
- Attend professionals meetings as necessary based on requirements of individual cases
- Attend thematic reviews and safeguarding meetings as required
- Work with the Marcomms team on the delivery of local station objectives
- Represent the Service at external events as appropriate

Service Document Standard Form:

Role Profile

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DECISION MAKING:

Make decisions:

- To have the autonomy to use professional judgement to make decisions and recommendations to enable achievement of personal and team objectives
- To have the autonomy to use professional judgement to make decisions on the course of action to take relating to individual cases in line with Service policy and procedure

Significant say in decisions:

- Contribute to the shaping of the teams objectives and priorities
- To promote, suggest and implement improvements to working practices, systems, personal and organisational performance
- 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:

- At all levels across the Service; from senior management, operational and support services employees

External:

- Partnership agencies
- Local Authorities
- Emergency Services
- Community groups

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 Service's aims, organisational values and behaviours and their impact on this post

Service Document Standard Form:

Role Profile

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- 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
- To support the effective implementation and embedding of equality, diversity and inclusion
- 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 (or willingness to work towards)
- First Aid at Work (or willingness to work towards)
- Level 3ic Fire Safety (or willingness to work towards)
- L2 Safeguarding (or willingness to work towards)

Experience:

- Partnership working in a community setting
- Experience of carrying out personal risk assessments (willingness to work towards)

Skills:

- Influencing and persuading
- Ability to work to time sensitive deadlines

Service Document Standard Form:

Role Profile

Community Safety Coordinator



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- Communication and presentation abilities
- Excellent interpersonal skills in order to establish rapport and cooperation
- The ability to confidently interact with members of the public in a friendly courteous manner and tolerant in approach
- Able to work on own initiative and without direct supervision confidently
- Able to prioritise workloads
- Computer literate with the ability to use IT systems in a range of applications
- Able to plan and problem solve in a range of circumstances and implement whilst under pressure
- Excellent written and verbal communication skills
- Ability to demonstrate an openness to change and actively seek and support it

Knowledge:

- Good knowledge and understanding of equality, diversity and inclusion and the impact this has on prevention activities
- Good understanding of safeguarding policies and procedures

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

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

Service Document Standard Form:

Role Profile

Community Safety Coordinator



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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.