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**Post Specification**

**People Care and Development**

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| **Date** | **June 2023** |
| **Post Title** | Community Safety Advisor |
| **Job Family Role Profile** | **PCD7** |
| **Final Grade** | **Grade 8** |

**To be read in conjunction with the job family role profile**

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| **Purpose of this post** | | |
| To work within the Fire and Rescue team delivering a range of standard and targeted prevention activity across Cumbria.  To enhance safety of the public and reduce the risk of injury or harm from fire and other emergencies.  To work with partners to promote health and welling activity as part of the Councils wider health and inclusion agenda.  To promote and deliver activities aimed at reducing the number of fires, reduction of accidents and other emergencies, reduce the impact of emergencies on the community.  To create and maintain links with statutory and volunteer groups in the community, predominantly in rural areas.  To support ongoing community safety activity in urban areas as directed by the team leader. | | |
| **Key job specific accountabilities** | | |
| 1. Use data sources and local intelligence to identify vulnerable people/groups and carry out a range of activities, working with service users, to reduce the likelihood and impact of fire and other emergency situations, including work within domestic premises with some vulnerable individuals who may have health concerns. 2. Promote a safer, healthier community by attending meetings and working with partners and voluntary groups. 3. Deliver education and training to reduce likelihood and impact from fire, emergencies and health related situations. 4. Plan own work in accordance with CFRS and CCC priorities, as directed by the team leader. 5. Respond to referrals and signpost customers to further support to enhance the quality of life. 6. Support the development and activity of CFRS volunteers in rural areas. 7. Complete all administrative tasks associated with the role including keeping accurate records data collection and input. | | |
| **Please note annual targets will be discussed during the appraisal process** | | |
| **Key facts and figures of the post** | | |
| **Budget Responsibilities** | | * NIL |
| **Staff Management Responsibilities** | | * No direct line management responsibilities |
| **Other** | | * Creation and recording or own work activity to support the purpose of the post |
| **Essential Criteria - Qualifications, knowledge, experience and expertise** | | |
| * Suitable qualification or experience of community safety prevention work * Relevant knowledge and understanding of safeguarding procedures and protocols * Ability to talk to various groups, cascading information and education by presentation or demonstration * General understanding of the public and voluntary sector * Experience of working within the community * Flexible and organised approach to work * Competent use of ICT equipment * Ability to work flexibly as part of a team * Ability to deal with sensitive issues * Ability to maintain confidentiality at all times * Willingness to undertake further training | | |
| **Disclosure and Barring Service – DBS Checks** | | |
| * This post requires a DBS check. * The level of check required is:   + DBS Enhanced – Children | | |
| **Job Working Circumstances** | | |
| **Emotional Demands** | * Working with vulnerable / at risk members of the community, sometimes within their homes. | |
| **Physical Demands** | * Fitting of fire prevention equipment in domestic premises, including lifting and carrying. | |
| **Working Conditions** | * Lone working, driving across Cumbria * Occasionally working in mildly unpleasant surroundings | |
| **Other Factors** | | |
| * Ability to drive * Ability to work between the hours of 7am and 7pm | | |