

Job Description

Post Title:	Community Safety and Safeguarding		
Directorate:	Service Delivery		
Department:	Community Risk		
Location:	Headquarters		
Grade:	Grade	Date:	October 2022

Responsible To:	Area Manager, Community Risk
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Liaison With:	<p>Chief Fire and Rescue Officer and Directors Area Managers Middle Managers Supervisory Managers Human Resources Team Representatives from other organisations Internal / External Audit Members of the Public External stakeholders – Other FRS, local authorities, blue light partners, support organisations and charities.</p> <p>All internal personnel and departments plus wide range of external partners and stakeholders.</p>
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Purpose of Job:

- Support the development, implementation and delivery of a community safety strategy and associated objectives, leading teams to effectively and efficiently deliver a diverse range of safety related activities.
- Support effective partnership working with local authorities, specialised support groups and charities focussed on delivering services using a person centred approach.
- Lead and provide professional safeguarding advice supporting the Service to deliver its safeguarding obligations, both in the workplace and in Service delivery, working collaboratively with partners to share learning and experiences.
- To manage projects and support initiatives for continuous improvement.

Main Activities, Duties and Responsibilities:

- To support the development and delivery of the Safer Communities Strategy.
- To develop and deliver the Community Safety department plan, monitoring progress and performance seeking continuous improvement.
- To lead and line manage the post holders within the Community Safety department.
- To perform the role of the designated Safeguarding Lead, providing guidance, support and assurance to the Service on all Safeguarding matters.
- To support employees and volunteers, relevant to their role, in the need to safeguard and promote the welfare of children, young people and adults at risk of harm.
- To create, review and maintain effective, relevant and understandable policies, procedures and guidance relating to Community Safety and Safeguarding.
- To develop relationships with colleagues, external stakeholders, suppliers, and others as appropriate to enable the delivery of the Community Safety function.
- To identify, establish and monitor budgets within the Community Safety team, ensuring procurement of goods and services complies with financial regulations.
- To manage, mentor and develop the skills and performance of individuals within Community Safety, reviewing their development and identifying training opportunities and positive goals.
- To provide timely reports on Community safety and Safeguarding performance accessible to managers and members of the Combined Fire Authority.
- To ensure that any referrals or enquiries relating to Safeguarding are processed appropriately, securely and within any legislative requirements or timeframes.
- To undertake and support a variety of project roles internally and externally to achieve Service objectives.
- To represent the Service on any relevant national, regional and local bodies related to the role.
- To actively engage and contribute at the Tactical Management Team and Middle Managers meetings, and any other forums commensurate with the role.
- To ensure that all tasks undertaken with this post clearly reflect the Service's Equality and Diversity policies.
- To maintain compliance with the Health and Safety policies of the Service at all times.
- To carry out any such duties, as may from time to time, be agreed and directed by the Chief Fire and Rescue Officer, which are commensurate with the grading of this post.

Special Considerations

This post encompasses the role of the designated Safeguarding Lead which is an organisational requirement as detailed under the requirements of the Safeguarding Fire Standards. The designated Safeguarding Lead must be appropriately qualified and suitably trained in accordance with legislation and the requirement of Local Safeguarding Adults and Children's Boards.

Special Features

To promote, uphold and act in accordance with the Service values:

- * Professional – competent, reliable, respectful
- * Positive – constructive, confident, enthusiastic
- * Honest – truthful, trustworthy, fair

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result, the Authority will expect this job description to be subject to revision.

Signature of Post holder _____ **Date** _____

Additional Information for Job Evaluation

Budget Directly Responsible For:	£55,500 consumable materials Road Safety 3.8k Children and Young People £32k Community Safety £19.7k
Budget Indirectly Responsible For:	£853,000 staffing costs Road Safety £120k Children and Young People £89k Community Safety £644k
Number of employees Responsible For:	17 + 5 zero hours volunteers
Qualifications and Experience Required:	Level 4 Safeguarding (desired) ILM Level 5 or equivalent (essential)