



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Advocate</b>
<b>Department:</b>	<b>Prevention</b>
<b>Location:</b>	<b>Chester, Crewe, Macclesfield, Warrington, Widnes or Winsford</b>
<b>Post Number:</b>	<b>D019, D031, D012, D013, D001</b>
<b>Grade/Role:</b>	<b>Scale 4</b>
<b>Special Allowances:</b>	<b>None</b>
<b>Responsible to:</b>	<b>Lead Advocate</b>

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## **JOB PURPOSE**

Deliver Community Safety initiatives to Cheshire, Halton and Warrington residents working in partnership with outside agencies and fire station personnel to support and promote a better quality of life and save lives. The role will involve community engagement amongst the most vulnerable, minority groups, young people, the general population and the elderly.

## **PRINCIPAL RESPONSIBILITIES**

- 1 Working towards allocated targets, deliver Home Safety advice to Cheshire, Halton and Warrington residents, including 'at risk' and minority groups, the elderly and people with a disability through the provision of Home Safety Assessments and Safe and Well Visits. Respond to the generation of referrals from external agencies to minimise the risk of fire.
- 2 Liaise with all Fire Service personnel in identifying campaign areas and the delivery of Home Safety Services to the communities of Cheshire, Halton and Warrington to ensure fire safety and quality of life.
- 3 Strengthen existing partnerships by contributing to the development of partnership initiatives including other agencies or groups delivering safety and quality of life programmes to Cheshire, Halton and Warrington residents.
- 4 Conduct presentations to Cheshire, Halton and Warrington residents and associated partners in respect of Home Fire Safety and Road Safety. This includes delivery of Road Safety Key Stage 2 & 4 in schools and Safety Central.
- 5 Supporting Vulnerable Person (VP) cases through creating a VP folder and Fire Risk Assessment when identified at risk. Distribute to the relevant responsible person, partnerships and third sector agencies and record on the relevant system.
- 6 Accurately record relevant information and documents on the CFRMIS database.
- 7 Practice and promote the Health and Safety policies of Cheshire Fire Service to ensure the development and progression of health and safety within the sphere of responsibility of this job description and the health and safety of all employees and customers.
- 8 Promote equality and diversity in the Service and the Community in accordance with the

## **Core Responsibilities for Cheshire Fire Service Personnel**

### **Personal Performance**

To take responsibility for personal performance (including personal fitness) and the development of personal skills to ensure the required skills, knowledge and competence to fulfil the role.

### **Personal Accountability**

To manage the areas of responsibility attached to the post or commensurate with the role in accordance with the Authority's Scheme of Delegation.

### **Core Values and Behaviours**

To encourage and promote the values of Cheshire Fire Authority and comply with the required standards of conduct and so promote the Authority within the community by acting with integrity and honesty.

### **Equality, Diversity and Inclusion**

To promote, adhere to and implement the Service's Equality, Diversity and Inclusion Strategy/Policy and to work consistently to embed equality and diversity within the Service.

### **Safeguarding**

To promote, adhere to and implement the Service's Safeguarding Strategy/Policy and to work consistently to embed Safeguarding within the Service. Including fulfilling your responsibility to report and record any safeguarding concerns you become aware of.

### **Health and Safety**

To work in compliance with Service Health and Safety Policy to ensure that hazards are identified and risks assessed and controlled.

To be proactive in managing your personal health, safety and wellbeing and that of your colleagues.

### **Environment**

To promote the Service's Environment Policy/Strategy by implementing working practices and procedures that ensure a sustainable approach to the use of resources and that resources are disposed of in an efficient and environmentally friendly way.

To work consistently to embed environmental considerations, energy efficiency and compliance with the Environment Management System (EMS) within the Service.

### **N.B.**

**Notwithstanding the detail in this job description, in accordance with the Cheshire Fire and Rescue Service's flexibility policy the job holder will undertake such work as may be determined by the Chief Fire Officer/Line Manager from time to time, up to or at a level consistent with the principal responsibilities of the job and in any location within the Cheshire Fire and Rescue Service.**

<b>Document Control</b>	<b>Date of Creation:</b>	<b>July 2005</b>
<b>Version</b>	<b>Date</b>	<b>Amended by (Initials)</b>
1.2	June 2018	LM



## PERSON SPECIFICATION

**Job Title:** Advocate

PERSONAL ATTRIBUTES REQUIRED	ESSENTIAL	DESIRABLE
<p><u>Qualifications/Experience</u></p> <p>Educated to GCSE or equivalent level, including Maths and English at least at Grade 4 (previously Grade C).</p> <p>Experience of working with the public, communities and partnership agencies.</p>	<p>*</p>	<p>*</p>
<p><u>Knowledge and Skills</u></p> <p>Knowledge of safeguarding young, vulnerable and elderly people.</p> <p>Knowledge of relevant legislation e.g. Equality Act, Data Protection &amp; Health and Safety.</p> <p>Knowledge of how a modern Fire and Rescue Service works.</p> <p>Knowledge of care support systems.</p> <p>Sound knowledge of fire safety.</p> <p>Good presentation skills.</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p>	<p>*</p> <p>*</p> <p>*</p>
<p><u>Personal Competencies</u></p> <p>Excellent verbal and non-verbal interpersonal skills.</p> <p>Good written skills.</p> <p>Excellent organisational and time management skills.</p> <p>Ability to prioritise and work to targets.</p> <p>Highly motivated.</p> <p>Ability to network with partners.</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>	

Ability to occasionally work flexibly including evenings & weekends	*	
Current full driving licence	*	