



JOB DESCRIPTION

Job Title:	Community Prevention Team Leader
Department:	Prevention
Location:	Cheshire East, Cheshire West and Chester, Halton and Warrington
Post Number:	
Grade/Role:	SO1
Special Allowances:	None
Responsible to:	Community Prevention Lead

JOB PURPOSE

To manage, train, evaluate and coordinate Prevention teams in the delivery of the Service's Community Risk Management Plan and department Prevention performance targets across Cheshire. Lead the Prevention teams in working in partnership with external agencies and Service Delivery personnel to ensure a safer community. To be involved in community engagement, particularly amongst the most vulnerable and minority groups. To proactively work with young people, the general population of Cheshire and the over 65's.

PRINCIPAL RESPONSIBILITIES

- 1 Manage and coordinate the Advocates in the delivery of home safety advice to Cheshire, Halton and Warrington residents, including 'at risk' & minority groups, the over 65's, and disabled, through the provision of Safe & Well visits. Responding to referrals and requests from Service Delivery, external agencies/ partners, Cheshire public and Heightened Risk Data to minimise the risk from fire. They will be responsible for delivering against the Safe & Well department and personal targets.
- 2 Take responsibility for the day-to-day line management of Advocates across two of the four unitary areas. Organise and implement (in line with service policies and procedures) training in conjunction with the Training Lead, QA audits, 121 discussions, team meetings, low level disciplinary issues, absence management and appraisals. Escalate to the Community Prevention Lead when appropriate. Produce reports on Prevention delivery activity to support effective performance management. Assist with the recruitment of staff with the Community Prevention Lead.
- 3 Own the delivery of the quality assurance framework for Safe & Well visits. Quality assure Prevention delivery Advocates and Service Delivery staff in line with the quality assurance procedure. In conjunction with the Training Lead coordinate and deliver training to Prevention teams and Service Delivery teams for the delivery of Safe & Well visits.
- 4 Work closely with the Prevention Vulnerable Person/ Person at Risk team to ensure any vulnerable persons/ safeguarding cases that Advocates identify through S&W visits or liaison with partners are shared appropriately, so the Service can ensure the correct engagement

with partners and appropriate support from the Service.

- 5 Represent the two unitary Prevention delivery areas at Unitary Performance meetings (and other Service Unitary meetings) to provide relevant information to Fire Authority members and Service Delivery managers on Prevention activities. Support Station and Group Managers with any Prevention focused activity within the unitary area (this includes home safety, road safety, water safety and deliberate fire reduction activities)
- 6 Support effective arrangements for working in partnership with both statutory, non-statutory agencies and the third sector partners. They will support any partnerships within the Prevention delivery area and work with the Community Prevention Lead and Projects & Partnerships Lead to ensure ongoing effectiveness and monitor opportunities for development.
- 7 Co-ordinate and participate in education and presentations to Cheshire, Halton and Warrington residents and associated partners in respect of home fire safety, road safety, water safety and deliberate fire reduction. This includes delivery of Stage 2 & 4 level in schools and to Cheshire residents at Safety Central. Coordinate and deliver any events or talks that are Prevention risk based and intelligence led.
- 8 To take a leading role in the Service's ISO:9001 quality management process to ensure compliance to quality standards, also acting as an internal auditor to support the process across the wider department.
- 9 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.
- 10 Promote equality and diversity in the Service and the Community in accordance with the Authority's Equality, Diversity and Inclusion Strategy.
- 11 On a day to day basis ensure their teams are meeting the requirements and working within the confines of GDPR.

HEALTH AND WELLBEING.

1	You may be working with vulnerable /at risk people in their homes and in the community.
2	You will be lone working and driving throughout Cheshire.
3	Occasionally working in mildly unpleasant surroundings.
4	There will be lifting and carrying of equipment associated with the requirements of the role

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. Specifically:

- **Being Inclusive**
By acting fairly with integrity and respect and without prejudice.
- **Doing the right thing**
By holding each other to account for ensuring high standards of professionalism in everything we do.
- **Acting with compassion**
By being understanding and offering to help each other and to our communities with warmth, patience and kindness.
- **Making a Difference**
By making an impact in our organisation and in our communities in whatever way we can for as many people as we can.
- **NFCC Code of Ethics**

Putting our communities first
Integrity
Dignity and respect
Leadership
Equality, Diversity and Inclusion

Equality and Diversity

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

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.

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1.1	24.04.24	SMcC



PERSON SPECIFICATION

Job Title: Community Prevention Team Leader

PERSONAL ATTRIBUTES REQUIRED	ESSENTIAL	DESIRABLE
<u>Qualifications/Experience</u> Educated to GCSE or equivalent level, including Maths and English, minimum grade C. Experience of managing staff and assessing performance Higher national qualification in a care based subject or equivalent relevant experience supporting vulnerable communities.	* * *	
<u>Knowledge & Skills</u> Knowledge of safeguarding young, vulnerable and elderly people. Knowledge of how a modern Fire and Rescue Service works. Knowledge of relevant health and safety, and equality legislation.	* *	*
<u>Personal Competencies</u> Current and clean driving licence. Excellent verbal and non-verbal interpersonal skills. Excellent organisational and time management skills. Excellent presentation skills. Self Motivated with the ability to plan and prioritise own workload.	* * * * *	

