



JOB DESCRIPTION

Job Title:	Community Prevention Advocate
Department:	Prevention
Location:	Cheshire Wide
Post Number:	D012
Grade/Role:	Scale 5
Special Allowances:	None
Responsible to:	Community Prevention Team Leader

JOB PURPOSE

Deliver Prevention initiatives to Cheshire, Halton and Warrington residents. Working in partnership with outside agencies, wider Prevention teams and Service Delivery personnel to support and promote a better quality of life and reduce risk to residents of Cheshire. Deliver community engagement amongst minority groups, young people, the general population and the elderly.

PRINCIPAL RESPONSIBILITIES

- 1 Working towards allocated targets to deliver Safe and Well visits to Cheshire, Halton and Warrington residents, including 'at risk' and minority groups, the elderly and people with a disability. Work from data derived from the heightened risk data set, referrals and intelligence led targeting. Demonstrate the ability to engage with a broad range of residents with varying vulnerabilities and deliver bespoke safety advice. Demonstrate the ability to undertake a range of practical activities, including the fitting of smoke alarms, using basic power tools and step ladders.
- 2 Demonstrate the ability to identify and evaluate risk when making a visit and duly undertake the primary triage when on site. To then refer appropriately.
- 3 Liaise with service delivery and wider Prevention teams in identifying campaign areas and the delivery of home safety services to the communities of Cheshire, Halton and Warrington to ensure fire safety and support quality of life. Support in the delivery of wider Service home safety, road safety, water safety and deliberate fire reduction activities.
- 4 Support existing partnerships by contributing to the development of initiatives including other agencies or groups delivering safety and quality of life programmes to Cheshire, Halton and Warrington residents.
- 5 Conduct presentations to Cheshire, Halton and Warrington residents and associated partners in respect of home fire safety, road safety and water safety. This includes delivery of Stage 2 & 4 level in schools and to Cheshire residents at Safety Central. Participate in any events or talks that are risk based, and intelligence led.
- 6 Demonstrate the ability to identify risk within properties and ensure all necessary steps are taken to reduce or remove the risk. Work alongside the Vulnerable Persons/ Person at Risk delivery team and handover cases of concern that may require the development of a VP case and further intervention and work with partner agencies in order to reduce the risk

from fire. Support the VP team with the delivery of Safe and Well visits to heightened risk addresses where required.

- 7 To support and deliver as required educational programmes in terms of Road Safety, Fire Safety and Water Safety across the unitary areas.
- 8 Keep accurate records of all Prevention activities, including related admin duties and ensure records are kept up to date and recorded in a timely and accurate manner. Relevant information must be recorded using the services databases such as SAFFIRE, PDR Pro and eLearning. Take personal responsibility for keeping skillset and knowledge up to date to support the role of Advocate.
- 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 To ensure personal data of those people they engage with is handled in compliance with the requirements of GDPR and CFRS policy.

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 in parts of Cheshire other than your base.
3	Occasionally working in mildly unpleasant surroundings.
4	There may be considerable driving.
5	There will be lifting and carrying.

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.



PERSON SPECIFICATION

Job Title: Community Prevention 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><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 & 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><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	*	
Demonstrate the ability to undertake a range of practical activities, including the fitting of smoke alarms, using basic power tools and step ladders.	*	