



JOB DESCRIPTION

Job Title	Youth Lead
Post Number	DO53
Location	Prevention, Sadler Road, Winsford
Grade/Role	PM1
Special Allowances	Essential Car User
Special Conditions	None
Responsible to	Education Manager
Date of creation	January 2024

JOB PURPOSE

As part of Cheshire Fire and Rescue Services, Education Team, this role is to manage, support and contribute to the delivery of Kings Trust Team programmes across Cheshire. The role is to assist the Education Manager to ensure effective monitoring, supervision, management, and co-ordination of all aspects of the delivery for Kings Trust personal development courses.

You will be required to work collaboratively with other prevention department leads to provide resilience through supporting the delivery and co-ordination of resources across all Cheshire Fire & Rescue Service educational programmes.

PRINCIPAL RESPONSIBILITIES

1. Plan, coordinate and ensure effective delivery of Kings Trust Team (KTT) programmes, which includes the required elements to comply with the Kings Trust partnership agreement and quality assurance process and the supporting College contracts. This shall include liaising with KT Team Leaders, employment services, local authorities, employers, youth organisations, schools, colleges, next steps and progression initiatives with employment, education and training services ensuring performance targets are being met.
2. Undertake a management and supervisory role of KT Team Leaders including at the residential centre. Support the delivery of the programme ensuring the appropriate staffing levels are always in place. Monitor and review the delivery of the programme ensuring that Team Leaders liaise with community organisations and agencies; that local plans and projects are developed, work placements are secured, and individual team member assessments are carried out. Maintain and keep records of the team accounts, premises, equipment and facilities provided for the delivery of the programme.

3. Explore additional funding opportunities to maintain the delivery of the programme. Submit necessary funding bids to enhance delivery and review and monitor the KTT budget allocation.
4. Conduct regular Quality Assurance audits and meetings for evaluation and review of the Cheshire Fire and Rescue Service KTT risk assessments, safeguarding procedures, accounts, individual learner records and administrative procedures. Ensure internal and external verification quality standards are being applied, with individual team members obtaining the qualifying standard for the Kings Trust Qualification Certificate in Personal, Teamwork and Community Skills.
5. Plan and coordinate the residential requirement of the KTT programme. Liaise and work with Cheshire Fire and Rescue Service Procurement Department to purchase the residential provision and ensure compliance with finance regulations. Ensure the residential complies with the Kings Trust Health and Safety policy and undertake the role of key point of contact for all residential programmes and ensure a robust on call rota is developed.
6. Actively promote the KTT programme across Cheshire. Provide leadership and guidance and ensure that Team Leaders provide advice, information, guidance, and discipline to team members in consultation with the Education Manager. Facilitate the induction and training of new KTT staff. Arrange training to meet requirements of a training needs analysis. Undertake the duties of a Team Leader as and when required. Undertake the duties of the Education Manager in his/her absence as part of personal development.
7. Work with KTT Team Leaders and Cheshire Fire and Rescue Service Finance Department to ensure the team member's information is correct and up to date to enable timely and correct invoices to colleges and other funders.
8. Work with KTT Team Leaders and CFRS Events Coordinator to ensure the correct information is received regarding invitations to the end of team graduation events. Represent Cheshire Fire and Rescue Service and host, as directed at Kings Trust team graduations.
9. To maintain an up-to-date awareness and understanding of relevant Safeguarding Policy and procedures, with specific reference to the delivery of the KTT programme. Ensure Team Leaders and Assistants have a full knowledge and awareness of Cheshire Fire and Rescue Service Safeguarding Children and adult Policy and referral processes.
10. Submit regular reports on the performance, activities and issues of Kings Trust teams to line management, Head of Departments, the necessary policy groups and Fire Authority meetings.
11. To maintain an up-to-date awareness and understanding of relevant Data Protection procedures, with specific reference to administration management and of delivery management techniques and developments.

12. To 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.
13. Promote equality and diversity in the Service and the Community in accordance with the Authority's Equality and Opportunity Policy.

HEALTH AND WELLBEING.

1	You may be working with vulnerable /at risk people in the community.
2	Dealing with emotive personal circumstances and cases.
3	There may be some driving.
4	Be part of discussions about emotive and sensitive topics

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.

Document Control	Date of Creation	
Version	Date	Amended by (initials)
1.1 draft	16.04.24	JB
1.2 draft	15.05.24	JB
1.3 draft	23.04.2025	HC



PERSON SPECIFICATION

Job Title: Youth Lead

PERSONAL ATTRIBUTES REQUIRED	ESSENTIAL	DESIRABLE
<u>Qualifications/Experience</u>		
Degree or equivalent in Youth/Education	✓	
Proven experience of managing and supervising staff	✓	
Proven experience of working with challenging young people in a supervisory role.	✓	
Experience of negotiating agreements with partner agencies.	✓	
Experience of managing residential	✓	
Experience of performance management	✓	
Experience of project managing funding bids	✓	
Experience of budget management	✓	
Experience of report writing	✓	
<u>Knowledge & Skills</u>		
Excellent presentation skills	✓	
Knowledge and understanding of the issues facing young people today.	✓	
Able to communicate effectively, both orally and in writing at all levels of the organisation.	✓	
Demonstrate a commitment to diversity and equality within the workplace.	✓	
Knowledge of the Kings Trust Team Programme.	✓	

Working knowledge of the national and local government environment regarding children and young people.	✓	
Knowledge, background and track record of successful delivery and partner engagement	✓	
Knowledge of how a modern Fire and Rescue Service works.	✓	
Knowledge of Microsoft Office suite	✓	
Knowledge and awareness of Health & Safety, risk assessments.	✓	
Able to formulate and write reports for senior managers, identifying policy/strategy changes and give recommendations.	✓	
<u>Personal Competencies</u>		
Innovative and decisive	✓	
Passionate, energetic and able to inspire high performance from others.	✓	
Self-motivated with the ability to plan and prioritise own workload	✓	
Current driving licence including mini bus classification	✓	
Flexible and adaptable as some out of hours work is required	✓	
The ability to engage with peers, senior management and partnership agencies.	✓	
Positive role model to young people	✓	