# Role profile

* **Job title**: Prevention Education Instructor
* **Grade:** 4 (£24,702.00 - £27,334.00)
* **Business area:** Prevention
* **Reporting line:** Prevention Department
* **Team:** Prevention Education

## Job Purpose

Purpose and Contribution Co-ordinate, adapt and deliver engaging community safety packages in both an immersive environment and within the community to:

• Prevent children and adults being harmed or killed in incidents involving fire, water or road traffic collisions

• Prevent children and adults becoming involved in fire crime and associated anti-social behaviour

• Increase employability, attainment levels and life chances for children and young adults in Greater Manchester

• Encourage young people’s active participation in the communities in which they live

• Assist GMFRS to become as diverse as the communities it serves

## Key working relationships

• Extended Leadership Team

• GMFRS staff and volunteers

• Ofsted • HMICFRS

• National Fire Chiefs Council

• Trade Unions

• Local Authorities

• GMCA

## Key Responsibilities

**Delivery:**

1. Lead and deliver interactive community safety sessions on a 1:1 and group basis for children and/or adults

2. Lead and deliver 1:1 and group interventions to fire setters who are referred into GMFRS.

3. Supervision of young people, adults and Apprentices on work experience programmes.

4. Safeguard the health and safety of those individuals and groups who engage in GMFRS activities through completion of risk assessments relevant to activities.

5. Provide training and direction to schools and other community groups utilising GMFRS resources.

6. Participate in the coordination, promotion and delivery of events and campaigns.

7. Manage disruptive behaviours from individuals within a group setting.

8. Effectively use social media and technology; appropriately, to deliver targeted messages to identified community customer groups for example children, teenagers, adults and older adults.

**Development:**

9. Maintain an understanding of the primary causes of accidental and deliberate fires, in order to assist in the development and implementation of GMFRS education and engagement programmes.

10. Contribute to curriculum development and support the production of educational packages adapting to local needs and demands.

11. Plan and adapt sessions and activities that respond to learner feedback and needs.

12. Contribute to development and delivery of projects or programmes in support of Prevention Team in order to reduce the risk to those most vulnerable in contributing to public safety across Greater Manchester. Partnership Work:

13. Work with schools and other educational establishments to promote and deliver GMFRS’s Prevention Offer, including use of Bury Safety Centre.

14. Collate, review and share resources with other Fire and Rescue Services and partners to support GMFRS’s universal/online offer.

15. Build and maintain relationships with key stakeholders e.g. education, social care (child and adult) voluntary, youth, health, faith, religious and housing sectors. Reporting and Administrative Tasks:

16. Effectively record, monitor and evaluate activities, sessions and referrals to maintain accurate records and produce timely reports.

17. Actively seek feedback and evaluation from learners, colleagues and external to improve effectiveness of provision. This may include follow up sessions and outreach into schools, colleges and to other community groups.

18. Responsible for managing and completion of administration tasks, including planning, timetabling and reporting of outcomes.

19. Support the Prevention Team procurement of resources and equipment to support business continuity and administration tasks.

20. Limited financial responsibility for cash handling.

**Skills & Behaviours**

• Passionate about people with a genuine respect for views, talents and expertise of others.

• Excellent communication and interpersonal skills including written, verbal, and presentation skills in a professional setting.

• Ability to prioritise and manage conflicting demands.

• Ability to innovate and inspire.

• Ability to develop creative solutions to challenges/issues.

• An ability to adapt and respond to change, to challenge the status quo and be a change leader.

• Adhere to highest standards of confidentiality and able to work sensitively with those affected by issues of safeguarding and other challenges.

• Self-motivating and ability to deal with a demanding workload and deliver consistently to deadlines.

• Ability to work flexibly and creatively independently and as part of an effective team.

• Commitment to high standards of customer care and public service.

• Team building and contribution to positive and inclusive culture.

• A desire to constantly learn and research the latest techniques or changes.

• Requirement to travel outside the county to attend meetings, facilitate activities etc. may include occasional overnight stays.

• Occasional requirement to attend off site residential training courses.

• To be willing to work flexibly as occasional evening and weekend working may be required.

## General

1. To always hold yourself and others to a high standard of professionalism, demonstrating your commitment to our values and behaviours as well as ensuring service confidentiality is maintained throughout all we do.
2. Working with other teams internally and externally collaboration is maximised and supporting on activity where appropriate.
3. Ensure the services delivered internally and externally are inclusive and accessible.
4. To align work area to the Sustainability Strategy and ensure work practices are inclusive of this value & strategic intent.

**NB: This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required.**

## Knowledge, Skills, and Experience

### **Knowledge & Experience**

• Qualification in Youth Work, Community, Education or Social Care at Level 3 or equivalent experience

• Level 3 in Teaching and Training

• Coaching and advocacy • Health and Safety qualification IOSH, NEBOSH.

• Experience and knowledge of identifying and managing safeguarding concerns of children and adults at risk.

• Experience of planning and delivering youth and adult education/engagement schemes and programmes across diverse cultures.

. • Experience of responding to and dealing with conflict and challenging behaviour.

• Able to demonstrate a flexible approach to working in a changing environment.

• Negotiating and influencing skills.

• Problem-solving skills.

• Experience of establishing effective working relationships, partnerships and collaborations.

• Training to teach CPR and the recovery position to visitors of all ages.

• An understanding of operational and strategic issues facing Fire/emergency services.

### **Skills, Values & Behaviours**

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**FOR ROLES EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT:**

This role is exempt from the Rehabilitation of Offenders Act (1974) and will require disclosure of all convictions including those considered spent under the Act. The role holder will be subject to an Enhanced level check by the Disclosure & Barring Service.

## Corporate Duties

*Do not behave in way which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.*

*Safeguard at all times confidentiality of information relating to staff and pensioners. Refrain from smoking in any areas of Service premises.*

*Behave in a manner that ensures the security of property and resources. Abide by all relevant Service Policies and Procedures.*

***Records Management / Data Protection*** *- As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.*

***Confidentiality and Information Security*** *- As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the Data Protection Act.*

***Data Quality*** *- All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and, in a timely manner, to ensure high standards of data quality in accordance with Departmental protocols. To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act.*

***Health and Safety*** *- All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Service’s undertakings.*

***Service Policies*** *- All GMCA employees must observe and adhere to the provisions outlined in these policies.*

***Equal Opportunities*** *- GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background.*