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| **Job Title:** | Sessional Staff | **Date:** | 13/01/22 |
| **Reporting Line:** | Community Education Team Leader | **Salary:** | D |
| **Team:** | Prevention Education | **Business Area:** | **Prevention and Protection Directorate** |

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| JOB PURPOSE |
| Purpose and Contribution  To deliver and support engaging community safety packages in 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 in. |

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| **KEY RELATIONSHIPS** |
| * GMFRS staff and volunteers * GMCA * Local Authorities * Health Services * Youth services * Community Groups * Alternative Education |

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| **KEY RESPONSIBILITIES** |
| **Delivery:**   * Deliver and support interactive community safety sessions on a 1:1 and group basis for children   and/or adults.   * Deliver and support 1:1 and group interventions to fire setters who are referred into GMFRS. * Supervision of young people, adults, and community groups. * Manage disruptive behaviours from individuals within a group setting. * Safeguard the health and safety of the individuals and groups who engage in GMFRS activities   through completion of risk assessments relevant to activities.   * Participate in the coordination, promotion and delivery of events and campaigns. * Maintain an understanding of the primary causes of accidental and deliberate fires, to assist   in the development and implementation of GMFRS education and engagement programmes.   * Contribute to curriculum development and support the production of educational packages   adapting to local needs and demands.   * Contribute to the development and delivery of projects/programmes to reduce the various risks to those most vulnerable.   **Partnership Work:**   * Work with schools and other educational establishments to promote and deliver GMFRS’s * Prevention Offer, including use of Bury Safety Centre. * 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:**   * Effectively record, monitor, and evaluate activities, sessions, and referrals to maintain accurate   records and contribute to reports.   * Limited financial responsibility for cash handling. |
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| **KNOWLEDGE, SKILLS AND EXPERIENCE** |
| **Knowledge & Experience**   * NVQ Level 2 in Youth and Community Work (or comparable) * Level 3 Award in Education and Training or similar education or training qualification. * Experience of working with young people and adults across diverse cultures, in a variety of contexts including education/engagement schemes. * Experience of dealing with conflict and challenging behaviour. * Knowledge of safeguarding policy and procedure. Managing safeguarding concerns of   children and adults at risk, adhering to high standards of confidentiality with the ability to work  sensitively with those affected.   * Good understanding of health and safety and equality and diversity legislation. * Experience of involving young people and adults in service design and delivery. * 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. * 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 innovate and inspire. * Ability to work flexibly and 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. * Occasional requirement to attend off site residential training courses. * To be willing to work flexibly as occasional evening and weekend working may be required * Hold a current valid driving licence. |

**Corporate Duties**

Avoid any behaviour 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 responsiblefor 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