



## ***JOB DESCRIPTION***

<b>JOB TITLE:</b> Children and Young Persons Advisor	<b>DIRECTORATE:</b> Risk Reduction <b>UNIT:</b> Children & Young Persons
<b>POST NO:</b> 1516	<b>GRADE:</b> H 8

### **1. JOB PURPOSE**

- 1.1. To support the work of the Children and Young Persons department in raising awareness of the dangers of fire, arson, water and road traffic collisions to young persons.
- 1.2. To research and develop appropriate interventions for young people to reduce the number of fire, arson, water and road related incidents affecting these youth groups.

### **2. BACKGROUND**

- 2.1. Avon Fire & Rescue Service (AF&RS) serves the Unitary Authority areas of Bristol, Bath & North East Somerset, North Somerset and South Gloucestershire, with a number of fire stations and offices across the service area.

### **3. PRINCIPAL ACCOUNTABILITIES**

- 3.1 Work with AF&RS Children and Young Persons work programmes to reduce 'fire play' and related arson, water and road traffic incidents.
- 3.2 Promote and encourage the participation, responsibility and empowerment of children and young people by establishing contact and giving support.
- 3.3 Promote equal opportunities in the provision of the Children and Young Persons service and take positive steps to counter discrimination.
- 3.4 Lead an area of one or more Children and Young Persons work responsibilities for the team as a whole, by planning and delivering an appropriate curriculum to meet children and young people's needs and to make links with external agencies.
- 3.5 Help deliver the Children and Young Persons work programme, including a structured education programme for fire-setters, as a group or through one-to-one intervention in accordance with Risk Reduction and Children and Young Persons policies and objectives.
- 3.6 Liaise and meet with agencies already working with Children and Young Persons to seek advice and support on where AF&RS can support or lead on a relevant intervention.
- 3.7 Support the delivery of the Fire-setter Scheme, including arranging relevant training and resources.

- 3.8 Be a point of contact for the Juvenile Fire Setter Intervention Scheme in accordance with Standard Operating Procedure (SOP) E8 Juvenile Fire Setters.
- 3.9 Establish links with, assist in the development of, and participate in partnership projects relating to AF&RS objectives.
- 3.10 Research Fire Setting best practices and where feasible implement within AF&RS.
- 3.11 Participate in multi-discipline teams within AF&RS and in conjunction with other agencies/external bodies whilst representing the specialist interests and aims of AF&RS.
- 3.12 With the Children and Young Persons Manager, participate in the formulation of detailed team objectives and policies regarding young people, to assist the team in planning, delivering and evaluating the youth work programme so that it achieves agreed outcomes.
- 3.13 Provide practical assistance to the Children and Young Persons Manager through planning and delivering appropriate curriculum to meet the needs of children and young people within communities where children and young people are more likely to be at risk.
- 3.14 Ensure the efficient and effective delivery of AF&RS policies and achievement of objectives, working collaboratively with colleagues as necessary.
- 3.15 Record, monitor and evaluate information and statistics relating to the work of this post, and prepare reports as required.
- 3.16 Ensure that all procedures related to the administration, premises safety and management information activities are in accord with AF&RS policies and procedures.
- 3.17 Maintain effective communication internally and externally with relevant groups, agencies and specialists in order to keep up to date, exchange information and to co-ordinate action.
- 3.18 Attend such meetings, conferences, seminars or courses as required.

### **General**

- 3.19 Ensure you maintain an awareness of Health and Safety Regulations in relation to duties and tasks being undertaken and report any situations or incidents which could be considered hazardous. All employees have a responsibility for their own safety and must not endanger that of colleagues/visitors in the workplace or the public.
- 3.20 Ensure that, both in your dealings with other employees and with members of the public, you adhere to the principles and standards outlined in our Equality and Fairness Policy. You are responsible for making your supervisor aware of literature, language or behaviour that offends against that policy and the dignity of personnel.
- 3.21 Ensure that you perform all duties in accordance with the principles and requirements of Data Protection legislation.

- 3.22 Carry out such other duties as may reasonably be required in relation to a post of this nature, without prejudice to the right to seek a re-evaluation of the post.
- 3.23 This Job Description contains only the main accountabilities relating to the post and does not describe in detail all the duties required to carry them out.

#### **4. SUPERVISION AND WORK PLANNING**

- 4.1 You will report to the Community Safety Watch Manager who will provide general supervision and determine priorities. However, you will work as part of a team and will be expected to use initiative in implementing team policies and in achieving objectives with minimal day to day supervision.
- 4.2 Your work will involve collaborative working with colleagues, and internal and external groups and agencies. In all respects the Children and Young Persons Manager will retain ultimate functional responsibility for you.

#### **5. QUALIFICATIONS & EXPERIENCE**

##### **Essential**

- Possess a recognised level 3 qualification relevant to the role and have experience of engaging with young persons
- Be able to demonstrate experience of successful project work.
- Be able to demonstrate experience of successful training plan development
- Evidence of continuing professional development
- Able to demonstrate the enthusiasm, initiative and self-motivation to work effectively with a number of busy teams
- Proof of multi-agency work experience
- Proven ability to communicate effectively at all levels, verbally and in writing, and to deal with individuals in a sensitive manner
- Able to identify relevant training and development needs and to devise/deliver appropriate solutions
- Able to relate effectively to all personnel and members of the public, especially young people.
- Able to plan, organise and prioritise own work to meet objectives
- Computer literate
- A commitment to equality and fairness and an understanding of human rights
- A current full driving licence

##### **Advantageous**

- Recent experience of practical teaching, youth work, or working with large groups
- Well developed presentation skills
- Previous experience of working in a fire service.
- Proven commitment to sharing 'best practice'
- Able to come up with innovative ways to provide and 'sell' the service with partners and users.

## 6. SCOPE FOR IMPACT

- 6.1 You will have a direct impact upon changing the attitude of children and young people and preventing arson through raising their awareness of the dangers of “fire play”, fire setting and arson. The effectiveness of child and youth work programmes could and should lead to a reduction in arson and related incidents.
- 6.2 You will also participate in a multi-discipline approach to tackling and reducing offending by young people. By influencing general behaviour and attitudes in this way, you should also help to reduce the incidence of fire related problems.

## 7. SPECIAL NOTES OR CONDITIONS (IF APPLICABLE)

- 7.1 Your duties may involve working evenings as necessary, for which mutually agreed compensatory time-off will be given.
- 7.2 In the interests of the efficiency of the Service, you may be required to work from any base within the Service area. In particular, you will be expected to work alongside Youth Offending Teams at their work locations as required. Appropriate allowances will be made available for travelling to alternative work locations.
- 7.3 You will be required to drive in order to carry out the duties of the post within the AF&RS area and transport will, in the first instance, be by way of a Service pool car. In the event that a Service pool car is not available and you use your own vehicle appropriate allowances will be paid.
- 7.4 You are required to wear clothing suitable to the type of work you are undertaking, which may include AF&RS branded, corporate clothing and protective clothing as deemed appropriate by your line manager.

<b><i>For the use of the HR Unit only:</i></b>  Date approved:  Date effective:	<b><i>To be signed by postholder:</i></b>  Received:  Date:
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