**WEST YORKSHIRE FIRE & RESCUE SERVICE.**

### JOB DESCRIPTION.

**POST TITLE:** PAIT Engagement Coordinator.

**GRADE:** 5.

**RESPONSIBLE TO:** Prevention Partnership & Training Manager.

**RESPONSIBLE FOR:**  PAIT Administrator.

**PURPOSE OF POST:** To assist the Fire and Rescue Authority in delivering the Prevention Strategy by developing and managing risk reduction projects for WYFRS.

To offer support and guidance to internal colleagues in relation to developing and managing risk reduction projects

Develop effective working relationships within the fire prevention sector, partner organisations, 3rd sector and community groups in order to reduce fire related risk.

To identify and develop local partnership in collaboration with district colleagues.

**MAIN DUTIES AND RESPONSIBILITIES.**

1. **First Area: -**
	1. Manage consultation aimed at reducing fire risk, identifying appropriate key contacts, and using creative methods to understand the issues related to specific risk within communities in West Yorkshire.
	2. To coordinate the development of new, evidence based approaches to risk reduction, communicating these within the community in collaboration with key stakeholders.
	3. Use analytical skills to interpret data, working closely with PAIT and using the serious incident review process to identify emerging trends in fire risk in the community.
	4. To conduct regular horizon scanning of community activity/ groups, 3rd sector organisations to identify partnership opportunities, trends, issues and gaps in service.
	5. Work with District Prevention Managers to identify and developing local partnership opportunities, in line with organisational policies and national legislative requirements (GDPR).
	6. To carry out regular consultation with community groups to assist the development of communication strategies and development of best practice.
	7. To represent WYFRS at NFCC national forums and regional meetings and other inter-agency meetings on risk reduction, leading meetings where required.
	8. Lead on the development, implementation, and evaluation of a range of projects which generate opportunities to improve service and to address areas of greatest risk.
	9. To work with the PAIT Policy Coordinator on the development and implementation of appropriate guidance, procedures and policies.
	10. To ensure all projects are effectively performance managed, fully evaluated and key learning is highlighted and effectively communicated to appropriate teams.
	11. Responsible for day to day tasking and supervision of the PAIT Administrator, including developmental and project support.
	12. To oversee the Prevention risk based consultation budget.
	13. To identify funding opportunities to support the development of risk reduction activity within WYFRS.
	14. Undertake research as required, interpreting complex information to produce written reports, programme updates, case studies, areas of best practice and identify recommendations for varied audiences including senior management.
	15. Act as subject matter expert and provide advice and support to Operational crews and Prevention Department on community based risk reduction activities.
	16. To co-ordinate the Customer Satisfaction Survey as part of the Quality Assurance programme, training and supervising staff involved and providing support and guidance when required.
	17. Undertake analysis of results from Customer Satisfaction to identify gaps and issues across the service to drive service improvement, linking in with training and policy as required.
	18. To work closely with the Fire Prevention Training team to develop appropriate materials to support education in the community.
	19. To contribute to the modification and development of the Prevention Database.
	20. To undertake any Fire Prevention tasks as directed by line management.
	21. To undertake any Fire Prevention projects as directed by line management.

**ORGANISATIONAL WIDE RESPONSBILITIES:**

1. Adherence to the Core Code which sets out five ethical principles, based on the Seven Principles of Public Life.



1. To Implement and promote the Authority’s:
2. Health and Safety policies.
3. Equality and Diversity policies.
4. Information Security Management System policies.
5. Safeguarding policies.
6. Business continuity policy and contingency arrangements.
7. Policies related to General Data Protection Regulation and Data Protection Act 2018.
8. Commitment to maintaining our Customer Service expectations.

**PERSON SPECIFICATION/SHORTLISTING CRITERIA.**

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria** (i.e., items you must be able to do from day one to be able to do the job), **identified as ‘Application’ in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as ‘Application’, will be shortlisted, i.e., criteria you need to do the job, but which could be learnt during training.

Please list or number the person specification competency criteria against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

There may be some criteria that are identified through ‘Selection Process’ only. **You will only be assessed on these criteria during the selection process and not from your application form**, this may involve tests, presentations, Interview etc.

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|  | **Experience.** | Essential/ Desirable | Source |
|  | A proven track record of relating to and empowering hard to reach individuals to turn their lives around and progress into employment, education and training. | Essential. | Application/Selection Process. |
|  | Experience of developing provision and services from first concept to finished product. | Essential. | Application/Selection Process. |
|  | Experience of communicating effectively with individuals of a wide range of ages and backgrounds, community groups and agencies to build relationships, present information, deliver relevant and sustainable volunteering opportunities. | Essential. | Application/Selection Process. |
|  | Experienced in autonomously coordinating multiple concurrent programmes and services at multiple locations. | Desirable. | Application/Selection Process. |
|  | Experience of applying evaluation and monitoring methods to a range of interventions. | Essential. | Application/Selection Process. |
|  | Experienced success in the application of innovative thinking and problem solving to obtain effective outcomes.  | Essential. | Application/Selection Process. |

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|  | **Education and Training.** | **Essential/ Desirable.** | **Source.** |
|  | Good standard of education to Level 3/A-level standard **OR** Able to demonstrate an equivalent level of learning gained through life experience with evidence of continuous professional development through formal or informal routes. | Essential. | Application. |
|  | GCSE Grade C or above in English and Maths or equivalent level 2 numeracy and literacy qualification **OR** able to demonstrate an equivalent level of literacy and numeracy gained through life experience. | Essential. | Application. |
|  | A high standard of written and oral communication, and numerical skills. | Essential. | Application/Selection Process. |
|  | To hold, be working towards or be willing to work towards a recognized and appropriate community development qualification. | Essential. | Application/Selection Process. |
|  | A relevant community development related qualification. | Desirable. | Application. |

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|   | **Special Knowledge and Skills.** | **Essential/ Desirable.** | **Source.** |
|  | Knowledge of national and local agendas for community involvement in delivery of services and community capacity building. | Essential. | Application/Selection Process. |
|  | Has a specialist ability to engage hard to reach people dealing with highly challenging behavior in a proactive and reactive way. | Essential. | Selection Process. |
|  | Specializes in developing schemes, initiatives and programmes which promote progression into employment for individuals of all ages. | Essential. | Application/Selection Process. |
|  | Develop strategies, policies and protocols as appropriate, including development of multi-agency approaches to delivering volunteering interventions. | Essential. | Selection Process. |
|  | Successfully manage projects to self-imposed and externally required deadlines with minimal supervision. | Essential. | Selection Process. |
|  | Have an understanding of the social and environmental issues affecting community involvement in the promotion of community safety including criminal activity, poverty, mental health issues, homelessness, drug and alcohol related issues. | Essential. | Application/Selection Process. |
|  | Ability to influence and engage with people from different backgrounds, cultures and ethnic groups. | Essential. | Selection Process. |
|  | Use IT (Microsoft Office) effectively in the collation, analysis and presentation of information. | Essential. | Application. |
|  | Demonstrate an understanding of the importance of equality and diversity to WYFRS as an employer and service provider. | Essential. | Selection Process. |
|  | Demonstrate an understanding of and ability to implement Health & Safety at work. | Essential. | Selection Process. |
|  | Demonstrate an understanding of Safeguarding legislation and an ability to implement the WYFRS Safeguarding Children and Vulnerable Adults Policy. | Essential. | Selection Process. |
|  | To hold and maintain a current full valid driving license and a willingness to be trained to legally drive brigade vehicles as required. | Essential. | Application. |
|  | Demonstrate commitment to good data quality within all areas of work. | Essential. | Selection Process. |

Updates: June 2019; Spring 2022 renamed to: PAIT Engagement Coordinator, [previously titled Projects and Volunteering Co-ordinator, before that Volunteering & Work Skills Coordinator; Autumn 2023.