



COMMUNITY PARTNERSHIP ADVISOR BACKGROUND INFORMATION

Avon Fire & Rescue Service (AF&RS) serves the Unitary Authority areas of Bristol, Bath & North East Somerset, North Somerset and South Gloucestershire. It has 21 operational fire stations, together with offices, covering all areas, with its Head Quarters based in Portishead, near Bristol. AF&RS Control Centre, where emergency calls are handled, is situated in Lansdown, near Bath.

With an annual budget of around £50 million, AF&RS delivers a wide range of fire, rescue and community safety services across a geographic area of approximately 514 square miles with a residential population of more than one million people.

AF&RS employs over 800 staff made up of: Service Delivery including whole-time and on-call Firefighters, and staff in its Control Centre, Service Delivery Support, and Corporate Services.

This post is within the Community Safety Team within the Service Delivery Directorate, and reports to the Community Safety Engagement Lead

This post has been introduced to help build and maintain relationships with current AF&RS partner agencies.

With effect from July 2023, UK legislation was amended to enable Fire & Rescue Services to undertake standard Disclosure and Barring Service (DBS) checks for all employees. All AF&RS posts therefore require a standard DBS check, with a few defined roles requiring an enhanced DBS check. This post is subject to an enhanced DBS check. These DBS checks will be renewed throughout employment.

Safeguarding is the duty of every member of staff at AF&RS: as a public authority we have a responsibility to ensure that the adults and children we interact with are kept safe from harm.



Job Description, Core Values and Person Specification

Job Title	Community Partnership Advisor
Post Number	1522
Grade	HAY 9
Duration of Post	Permanent
Hours	18.5 per week
Directorate	Service Delivery
Unit or Team	Community Safety Team
Reports to (give job title)	Community Safety Engagement Lead
Line management or supervisory responsibilities	No
Responsibility for managing a budget	No
Date job was evaluated	June 2016

Purpose of Job:

To develop home safety visit referral mechanisms through partnerships with agencies and groups who have contact with vulnerable people in the community.

To support these partnership arrangements through relationship management and the provision of guidance and training.

Structure Chart:



Responsibilities and Duties:

1.	Identify vulnerable target groups who would be at considerable risk should an unwanted fire start in their home.
2.	Identify agencies, organisations and groups (statutory and voluntary) who will have contact with these vulnerable target groups.
3.	Develop partnerships with statutory and voluntary agencies, organisations and groups to enable contact with the most vulnerable people living in the Service area.
4.	Provide partners with relevant training and resources to enable them to make referrals to AF&RS for home safety visits.
5.	Monitor the activity of all referring partners, and address any concerns or issues.
6.	Review and record referring partner arrangements (at least annually) to ensure they remain fit for purpose, address any concerns or issues, and determine if they should continue or cease.
7.	Carry out quality assurance of referrals to ensure the correct level of home safety visit is provided.
8.	Maintain effective communication internally and externally with relevant groups, agencies and specialists in order to keep up to date, exchange information, and co-ordinate action.
9.	Work with the Vulnerable Adults, Children & Young Persons, and Technical Fire Safety teams to ensure the effective use of our resources and the best outcomes for vulnerable people.
10.	Provide community partnership set-up advice and assistance to Risk Reduction staff to enable them to effectively engage with partners and deliver projects associated with vulnerable people.
11.	Work with the Inclusion team to identify groups who can put us in contact with vulnerable people within our diverse communities.
12.	Act as point of contact for all AF&RS staff in relation to community partnership working, and engage with station based staff as necessary to clarify our partnership aims and support them in their own community engagement.
13.	Record, monitor and evaluate information and basic statistics relating to the work of this post, and prepare reports as required.
14.	Carry out role-related project work as directed by the Community Safety Engagement Lead.
15.	Attend such meetings, conferences, seminars or courses as required.
16.	Carry out any additional responsibilities as reasonable and appropriate, as agreed with line manager.

Special Notes or Conditions:

1.	<p>AF&RS requires all staff and leaders to promote equality and diversity by:</p> <ul style="list-style-type: none"> • ensuring that, both in your dealings with other employees and with members of the public, you comply with all aspects of the Service's Equality Policy and legislation that outlaws discrimination; • treating members of the public and other AF&RS staff with respect, dignity and in line with the expectations determined by our Service values at all times; and taking action when witnessing an act that could be considered discrimination or harassment, challenging it and/or raising with managers.
2.	The bade of this role is to be confirmed at point of recruitment. Although you are based at a specific location, for efficiency or other business reasons we may require you to travel to and/or work from any base within AF&RS service area or work from home, for which we will pay allowances where appropriate.
3.	If based at Police and Fire Headquarters, this is a secure site and therefore appointment to this post may be subject to passing the required vetting process.
4.	Many posts in AF&RS are hybrid-working with the facility to work from home and from an AF&RS work-base. Your manager will confirm if this applies to this post.
5.	Your job may involve working out of normal office hours, for which mutually agreed compensatory time-off will be given.

6.	Your job may involve you dealing with highly confidential and sensitive information. It is essential that you ensure this information is held and processed securely and that you act with tact and discretion at all times and comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Confidentiality must be maintained, even after leaving this post or AF&RS employment.
7.	You should maintain an awareness of environmental regulations in relation to the remit of your role. All employees have a responsibility to carry out their duties in an environmentally-conscious way and to actively support AF&RS's Environmental Strategy, Policy and objectives.
8.	You must ensure you maintain an awareness of Health and Safety Regulations relevant to the duties and tasks you carry out and report any situations or incidents which could be considered hazardous. You have a responsibility for your own safety and must not endanger that of colleagues/visitors in the workplace or the public.
9.	There may be times when you are required to wear specific clothing suitable to the type of work you are undertaking. This may include AF&RS branded corporate clothing (for example when representing AF&RS externally), or protective clothing for the work being carried out, as deemed appropriate by your line manager.
10.	All AF&RS posts require a standard DBS check, with a few defined roles requiring an enhanced DBS check. This post is subject to an enhanced DBS check. These DBS checks will be renewed throughout employment.
11.	Safeguarding is the duty of every member of staff at AF&RS: as a public authority we have a responsibility to ensure that the adults and children we interact with are kept safe from harm.

Avon Fire & Rescue Service Core Values

AF&RS expects all employees to accept and work to our Core Values during the course of their employment. These Values require us all to be:

- Respectful
- Honest
- Courageous
- Ambitious
- Inclusive
- Transparent

In addition to our Core Values, all employees should accept and work to the National Fire Chiefs Council (NFCC) Core Code of Ethics:

- **Putting our communities first** – we put the interest of the public, the community and service users first;
- **Integrity** – we act with integrity including being open, honest and consistent in everything we do;
- **Dignity and respect** - we treat people with dignity and respect, making decisions objectively based on evidence, without discrimination or bias;
- **Leadership** – we are all positive role models, always demonstrating flexibility and resilient leadership. We are all accountable for everything we do and challenge all behaviour that falls short of the highest standards;
- **Equality, diversity and inclusion (EDI)** – we continually recognise and promote the value of EDI both within the FRSs and the wider communities in which we serve. We stand against all forms of discrimination, create equal opportunities, promote equality foster good relations and celebrate difference.

Signed confirmation that this Job Description accurately reflects the requirements of the job:

Job Holder's Manager		Date	
Signed agreement to carry out the responsibilities of this Job Description, and of acceptance of AF&RS Core Values and NFCC Code of Ethics:			
Job Holder		Date	

See following page for Person Specification

Person Specification

Job Title	Community Partnership Advisor			
Post Number	1522			
Grade	HAY 9			
Qualifications, knowledge, experience, skills and personal attributes required for the job:				
	E=Essential D=Desirable	Measured by: A = Application T = Test I = Interview		
		A	T	I
Qualifications/Knowledge				
Knowledge and understanding of issues relating to vulnerable people.	D	X		X
Knowledge of specialist equipment relevant to vulnerable people.	D	X		X
Knowledge of relevant agencies and support groups.	D	X		X
Knowledge of home safety and risk assessment (additional training will be available).	D	X		X
Knowledge of relevant legislation (eg. Equality Act).	D	X		X
Knowledge of the aims and objectives of Avon Fire & Rescue Service and Community Safety is desirable.	D	X		X
Experience				
Experience of working with vulnerable people and/or associated community groups and agencies in a sensitive and supportive manner.	E	X		X
Experience of conducting presentations and communicating specific information to groups.	E	X		X
Skills				
Able to establish and maintain partnerships with relevant agencies and groups.	E	X		X
Able to communicate effectively at all levels and to establish and maintain relationships, whilst projecting an appropriate corporate image.	E	X		X
Computer literate with a basic working knowledge of MS Word and Excel. Familiarity with PowerPoint would be an advantage.	D	X		X
Excellent time management skills, with the ability to prioritise, use initiative and work with minimal day to day supervision.	E	X		X
Highly motivated and committed to improving the safety of the most vulnerable people in the community.	E	X		X
Good organisation skills.	E	X		X

Able to drive with a full current valid driving licence, or ability to arrange suitable alternative transport to travel to various work locations.	E	X		
Personal Attributes				
Willingness to accept and work to our Core Values during the course of employment.	E	X		X
Adaptable with a flexible approach to work, to meet business needs.	E	X		X
Able to work effectively both individually and as part of a team.	E	X		X
Professional in conduct.	E	X		X
Strong stakeholder ethic with customer orientated approach.	E	X		X
Committed to undertake relevant training and continuous professional development opportunities.	E	X		X