



COMMUNITY SAFETY WORKER - 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 in excess of £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 whole-time and on-call Firefighters, and staff in its Control Centre and Corporate Services.

AF&RS has been given funding by the Office of the Deputy Prime Minister to promote the ownership of smoke alarms and conduct Home Fire Safety Visits within households, particularly in our vulnerable communities.

This post is within the Vulnerable Adults Team, within the Service Delivery Directorate (Community Safety), and reports to a Crew Manager for Prevention (under the overall management of the Vulnerable Adults Manager & Joint Safeguarding Lead). This is for a two year fixed term duration with the possibility of extension and/or permanency.

You will have a direct impact upon reducing fire related death and injury within the most vulnerable groups in our communities, as well as generally within the community. You will increase the fire and other safety awareness within these groups through education and the provision of safety information, smoke alarms and other specified safety equipment.

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 Safety Worker
Post Number	1524
Grade	HAY 9
Duration of Posts	2 year fixed term with possibility of extension / permanency.
Hours	Full time – 37 hours per week
Directorate	Service Delivery – Prevention & Protection
Unit or Team	Vulnerable Adults
Reports to	Crew Manager – Prevention (2 posts)
Line management or supervisory responsibilities	No
Responsibility for managing a budget	No
Date job was evaluated	April 2017 (reviewed April 2023)

Purpose of Job:

To provide bespoke safety advice and services to the most vulnerable within community to reduce fire death and fire related injuries, and thereby contribute to their general health and wellbeing.

When carrying out home fire safety visits, you will need to be sensitive to the diverse physical, mental and cultural needs of particularly vulnerable individuals, but also of householders generally. Effective communication and the use of tact and diplomacy are essential to avoid offending them or appearing confrontational. In cases of difficulty, you should notify your line manager, as well as the relevant group, agency or specialist where appropriate.

You will have a direct impact upon reducing fire related death and injury within the most vulnerable groups in our communities, as well as generally within the community. You will increase the fire and other safety awareness within these groups through education and the provision of safety information, smoke alarms and other specified safety equipment.

Structure Chart:



Responsibilities and Duties:	
1.	Manage and prioritise workloads in accordance with guidelines determined by the line manager, including prioritising and allocating fire safety visits according to risk.
2.	Conduct Level 1 Home Fire Safety Visits within the Retained Duty System areas.
3.	Conduct Level 2 Home Fire Safety Visits to the most vulnerable and at risk members of our community to provide advice and guidance on all aspects of fire safety. Ensure consideration is given to other aspects of safety and that occupants are enabled to access appropriate support to maintain their health and wellbeing.
4.	Where required, conduct Level 3 multi-agency Home Fire Safety Visits and attend multi agency case review meetings to establish a successful pathway.
5.	Assess the home and provide suitable alarms/detection systems and assistive technology to enhance the safety and wellbeing of the occupant/s.
6.	Develop an understanding of the diverse needs of vulnerable individuals, in liaison with other agencies, relevant groups and specialists, in order to select appropriate fire safety solutions to minimise risks within the home.
7.	Fit and test smoke alarms of a variety of designs in the homes of a diverse range of people, particularly the more vulnerable including those with sensory deprivation. Provide follow-up advice and support where necessary to ensure the equipment is being used correctly.
8.	Accurately record key information relating to each visit and where necessary produce detailed reports for relevant agencies to ensure effective outcomes for vulnerable people.
9.	Design, develop and deliver appropriate safety presentations to vulnerable community groups and evaluate effectiveness of such presentations.
10.	Monitor and review information and statistics relating to the work of this post, to enable the work to be evaluated and priorities reassessed.
11.	Prepare reports to assist in future interventions and inform case reviews where necessary.
12.	Gather information to assist operational crews in the event of an incident at an identified risk premises.
13.	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 interventions.
14.	Attend multi-agency meetings to assist in reducing the risk of vulnerable individuals and facilitate training to increase their agency representatives' awareness of fire and home safety considerations.
15.	With consideration to safeguarding legislation, where potential signs of abuse and /or neglect are identified, record relevant information accurately and alert the appropriate local authority team to enable further action to be taken.
16.	Order smoke alarms and other relevant home safety equipment through the Service's Main Stores, in accordance with the Stores Procedures, to maintain adequate supplies for planned home fire safety visits.
17.	Assist with the trial and evaluation of new or alternative assistive technology to determine its suitability for improving fire and home safety, particularly for vulnerable groups within the community.
18.	Contribute to the formulation of detailed team objectives and policies regarding community safety.
19.	Attend such meetings, conferences, seminars or courses as required.
20.	Carry out any additional responsibilities as reasonable and appropriate, as agreed with line manager.
Special Notes or Conditions:	
1.	AF&RS requires all staff and leaders to promote equality and diversity by: <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;

	<ul style="list-style-type: none"> 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.	This role is based at a location to be confirmed in your contract of employment. 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.	Due to access to vulnerable people, this post is subject to an enhanced Disclosure and Barring Service check.
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.	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 – NFCC Core Code of Ethics

8.	<p>AF&RS expects all employees to accept and work to the National Fire Chiefs Council (NFCC) Core Code of Ethics:</p> <ul style="list-style-type: none"> 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.
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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 Avon Fire & Rescue NFCC Core Code of Ethics:			
Job Holder		Date	

See following page for Person Specification

Person Specification				
Job Title	Community Safety Worker			
Post Number	1524			
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				
A sound knowledge and understanding of the variety of issues that may affect vulnerable people.	E	X		X
Knowledge of agencies within the geographical area who can provide further support to vulnerable people.	E	X		X
An understanding of home fire safety requirements and related issues, or willingness and ability to learn rapidly upon appointment.	E	X		X
Able to demonstrate an understanding and commitment to the work of Community Safety.	E	X		X
Experience				
Experience of working with vulnerable individuals and groups.	E	X		X
Recent experience of working with disadvantaged groups.	D	X		X
Recent experience of working with vulnerable people.	D	X		X
Previous experience of working in the Fire Service.	D	X		X
Skills				
Proven ability to communicate effectively at all levels, verbally and in writing, and to deal with individuals in a sensitive manner. Able to relate effectively to all personnel and members of the public, especially those from vulnerable groups including the elderly and those with sensory or other impairment.	E	X		X
Able to plan, organise and prioritise own work to meet objectives.	E	X		X

An understanding and commitment to equality, fairness and human rights.	E	X		X
Computer literate.	E	X		X
Well-developed presentation skills.	D	X		X
Physical ability to use necessary equipment, eg climb ladders in order to fit smoke detectors etc.	E	X		
A current full driving licence and ability to use AF&RS branded vehicles (manual transmission and/or electric), in order to transport necessary equipment to conduct Home Fire Safety Visits (HFSVs).	E	X		
Personal Attributes				
Willingness to submit to an enhanced Disclosure and Barring Service check owing to access to vulnerable people.	E	X		
Willingness to accept and work to the NFCC Core Code of Ethics during the course of employment.	E	X		X
Adaptable with a flexible approach to work.	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