

## **JOB DESCRIPTION**

<b>TITLE OF POST:</b>	Community Education Officer
<b>RANK / ROLE:</b>	Grade 5
<b>POST REFERENCE:</b>	ADM.067
<b>LOCATION:</b>	Newtown, North Powys Community Safety, County Command
<b>RESPONSIBLE TO:</b>	Watch Manager, Community Safety Education Advisor
<b>MAIN PURPOSE OF JOB:</b>	To provide safety education and advice to schools, the Community and other bodies as appropriate

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(Last updated: October 2017 – Bethan Gill)

Schedule of Responsibilities		Responsible To
1.	To deliver safety education messages from Foundation Stage to Higher Education including alternative curriculum.	Education Advisor
2.	Be responsible for booking agreed appointments with schools prioritizing visits and keeping accurate records of appointments. When necessary, be responsible for cancellation of any appointments.	Education Advisor
3.	Advise Teachers and members of the public of services available, e.g. Fire Setters Programme, Home Fire Safety Checks and youth interventions	Watch Manager Community Safety
4.	Liaise with Service Educational Standards Advisor to ensure quality and consistency of delivery. To update Fire Service education meetings on community working links in relation to Children and Young People schemes.	Education Advisor  Watch Manager Community Safety
5.	Liaise with Community Safety Lead Officers, CS Managers and representatives from the Local Education Authority to ensure safety messages are delivered to young people excluded from school e.g. Pupil Referral Units	Watch Manager Community Safety  Education Advisor
6.	Provide support to other fire service initiatives as a secondary role to schools programme.	Watch Manager Community Safety
7.	To assist in the delivery of Community Safety in all County Commands as directed by the Head of County Command. This will involve working weekends, Bank Holidays and evenings, for which either time back or agreed payment will be made.	Watch Manager Community Safety
8.	Assist and provide educational support to stations with regard to community safety in the form of Fetes, Galas, Open Days, and Station visits.	Watch Manager Community Safety
9.	Support partnership events by attending appropriate meetings and to ensure co-ordination and delivery of safety messages, equipment, resources and staffing levels when	Watch Manager Community Safety

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Schedule of Responsibilities	Responsible To
necessary	
<b>10.</b> Inform and educate the community to improve awareness of safety issues by delivery of Community Safety talks, undertaking Home Fire Safety Checks, Home Fire Safety Checks evaluations and attendance at Community Safety events.	Watch Manager Community Safety
<b>11.</b> Ensure that the relevant Health and Safety provisions and Service Orders governing the use of Service vehicles and equipment are met.	Watch Manager Community Safety
<b>12.</b> Maintain adequate stock levels of Fire Safety literature for distribution in appropriate Command area	Watch Manager Community Safety
<b>13.</b> Recording of Community Safety duties and activities undertaken as directed, on both manual and computer systems. Maintaining an audit trail of Community Safety Returns, personal timesheets and Home Fire Safety Checks.	Watch Manager Community Safety

- ❖ The responsibility for administering the contents of this job description lies with the post-holder.
- ❖ The post-holder should continually check this job description and any responsibility not included and any proposed variations should be the subject of discussion with the Line-Manager.
- ❖ Where difficulties arise that cannot be resolved by the Line-Manager reference may be made to the Head of Department who will consult with parties as necessary.

Signed

Dated