



AVON
FIRE & RESCUE

JOB DESCRIPTION

JOB TITLE: Community Partnerships Advisor	DIRECTORATE: Risk Reduction UNIT: Partnerships
POST NO: 1522	GRADE: H9

1. JOB PURPOSE

- 1.1. To develop home safety visit referral mechanisms through partnerships with agencies and groups who have contact with vulnerable people in the community.
- 1.2. To support these partnership arrangements through relationship management and the provision of guidance and training.

2. BACKGROUND

- 2.1. Avon Fire & Rescue Service serves the Unitary Authority areas of Bristol, Bath & North East Somerset, North Somerset and South Gloucestershire, with fire stations and office locations in each area. It is a Combined Fire Authority, consisting of Members drawn from the above four authorities which fund its budget. The Service's Headquarters is in Portishead, with area offices in Bristol, Bath, Weston-super-Mare, Yate and Lansdown.
- 2.2. Working closely with the Vulnerable Adults (VA) and Children & Young Persons (CYP) teams within Risk Reduction, this role aims to target the most vulnerable people in the community we serve and help ensure they can live safely in their homes.

3. MAIN DUTIES AND RESPONSIBILITIES

- 3.1 Identify vulnerable target groups who would be at considerable risk should an unwanted fire start in their home.
- 3.2 Identify agencies, organisations and groups (statutory and voluntary) who will have contact with these vulnerable target groups.
- 3.3 Develop partnerships with statutory and voluntary agencies, organisations and groups to enable contact with the most vulnerable people living in the Service area.
- 3.4 Provide partners with relevant training and resources to enable them to make referrals to AF&RS for home safety visits.
- 3.5 Monitor the activity of all referring partners, and address any concerns or issues.
- 3.6 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.

- 3.7 Carry out quality assurance of referrals to ensure the correct level of home safety visit is provided.
- 3.8 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.
- 3.9 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.
- 3.10 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.
- 3.11 Work with the Diversity, Inclusion, Cohesion & Equality (DICE) team to identify groups who can put us in contact with vulnerable people within our diverse communities.
- 3.12 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.
- 3.13 Record, monitor and evaluate information and basic statistics relating to the work of this post, and prepare reports as required.
- 3.14 Carry out role-related project work as directed by the Partnerships & Collaborative Working Manager.
- 3.15 Attend such meetings, conferences, seminars or courses as required.

General

- 3.16 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. You have a responsibility for your own safety and must not endanger that of colleagues/visitors in the workplace or the public.
- 3.17 Ensure that, both in your dealings with other employees and with members of the public, you adhere to the principles and standards outlined in the Equality & Fairness Policy. You are responsible for making your supervisor aware of literature, language or behaviour that offends against that policy and the dignity of staff.
- 3.18 Ensure that you perform all duties in accordance with the principles and requirements of Data Protection legislation.
- 3.19 Carry out such other 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.

4. QUALIFICATIONS & EXPERIENCE

- Experience of working with vulnerable people and/or associated community groups and agencies in a sensitive and supportive manner.
- Knowledge and understanding of issues relating to vulnerable people.
- Knowledge of specialist equipment relevant to vulnerable people.
- Knowledge of relevant agencies and support groups.
- Able to establish and maintain partnerships with relevant agencies and groups.
- Able to communicate effectively at all levels and to establish and maintain relationships, whilst projecting an appropriate corporate image.
- Experience of conducting presentations and communicating specific information to groups.
- Knowledge of home safety and risk assessment (additional training will be available).
- Computer literate with a basic working knowledge of MS Word and Excel. Familiarity with PowerPoint would be an advantage.
- Excellent time management skills, with the ability to prioritise, use initiative and work with minimal day to day supervision.
- Able to work effectively as part of a team.
- Highly motivated and committed to improving the safety of the most vulnerable people in the community.
- Good organisation skills.
- Knowledge of relevant legislation (eg. Equality Act).
- Current full driving licence.
- Knowledge of the aims and objectives of Avon Fire & Rescue Service and Community Safety is desirable.

5. SUPERVISION AND WORK PLANNING

- 5.1 You will receive overall direction and supervision from the Partnerships & Collaborative Working Manager, but will be expected to work closely with other staff both within Risk Reduction and across the Service to achieve tasks and objectives. You will need to use your initiative to prioritise and organise your day to day work within parameters set down by the Partnerships & Collaborative Working Manager.
- 5.2 Your role will involve regular contact and collaborative working with community groups and other agencies in order to establish and maintain partnerships, and identify vulnerable people within the community.

6. SPECIAL NOTES OR CONDITIONS (IF APPLICABLE)

- 6.1 Your duties may involve working evenings as necessary, for which mutually agreed compensatory time-off will be given.
- 6.2 You will be required to drive in order to carry out the duties of the post within the Service area. Pool cars are available. If you use your own vehicle, appropriate allowances will be paid.
- 6.3 You must be willing to submit to an in-depth Disclosure and Barring Service check owing to access to vulnerable people.
- 6.4 In the interests of the efficiency of the Service, you may be required to work from any base within the Service area. Appropriate allowances will be made available for travelling to alternative work locations.

6.5 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.

<i>For the use of the Human Resources Unit only:</i>	<i>To be signed by postholder:</i>
Date approved: June 2016	Received:
	Date: