

**JOB TITLE:** Youth Engagement Officer  
**GRADE:** H8  
**REPORTS TO:** Youth Engagement Manager  
**TEAM:** Youth Engagement  
**DEPARTMENT:** Community Protection

## **Purpose of the Job**

To centrally coordinate the service's youth engagement initiatives and facilitate the delivery of these schemes to address community safety objectives in relation to young people and the communities they live in.

- To assist the directorate in preventing deliberate fires, anti-social behaviour, hoax calls and vehicle related incidents
- To ensure children and young people have opportunities to live safe and healthy lives
- To provide children and young people opportunities to maximise their potential educational attainment and so improve their life chances

## **Main Areas of Responsibility**

- Coordinate and facilitate the delivery of the Local Intervention Fire Education (LiFE), Fire Cadets, the provision of Work Experience, other partnership collaboration initiatives (such as fire fed and read) and Crucial Crew. This includes the supervision of course instructors
- Assist with the coordination and delivery of the Juvenile Fire Setter Intervention scheme (JFIS)
- Deliver fire safety advice to vulnerable young people and their families in conjunction with our partner agencies
- Liaise with multiple stakeholders to maintain and develop new referral pathways into all youth engagement initiatives

- Maintain internal and external partnership records and databases in line with GDPR and for the protection of vulnerable children and young people
- Represent the department and service at regional and national NFCC groups relevant to your allocated area(s) of work
- Provide central support and signposting to services for all directorate personal in line with our safeguarding policies
- Collate evaluative reports on all youth engagement initiatives and provide regular updates to the Youth Engagement Manager following the completion of each course, and more detailed reports for senior leadership when required
- Support the internal verification of youth engagement qualifications (i.e. Princes Trust Certificate in Employment, Teamwork and Community Projects, and Fire Cadet Awards
- Represent HFRS as a key stakeholder at children's multi agency case conferences and safeguarding children's reviews
- Deputise for the Youth Engagement Manager when required
- Provide resilience to the Prince's Trust Team Programme and maintain professional competencies through their team leader training programme.

The post holder will be required to work flexibly including some evenings and occasional weekends. Our programmes are delivered at fire stations across Hertfordshire; therefore, your place of work will vary.

## **Person Specification**

**Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.**

**You will be expected to address each point separately and in the order listed.**

**If you do not complete a full supporting statement in the requested format, your application may be rejected.**

### **Skills**

- Good interpersonal skills including active listening, discussion, clear resolution of disagreements and when to escalate action to the next level
- A high level of written and oral communication skills in order to liaise with instructors, members of the public and representatives of external organisations.

## **Experience & Qualifications**

- Prior experience of working in the youth sector with children and young people who demonstrate challenging behaviours
- Good understanding of the Fire and Rescue sector and community engagement
- Experience of supervising staff/instructors and/or volunteers
- Experience of mentoring young people
- Level 3 Juvenile Fire Setter Intervention qualification (or be prepared to work towards this)
- Relevant Level 3 training qualification i.e. PTTLS, EAT or Teaching Qualification (or be prepared to work towards this)
- Working knowledge of Microsoft Office programmes and good IT application skills within the context of the post
- Comprehensive knowledge of children's safeguarding policies and procedures
- Experience of working flexibly as a member of a team with minimal supervision
- Good understanding of the need to maintain appropriate confidentiality and awareness of the principles of General Data Protection Regulations (GDPR)
- Full driving licence including categories D1 and C1 (or willingness to work towards within 12 months of being in post) to drive minibuses and other service vehicles related to our initiatives.

## **Criminal Background Check**

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment. In addition, you consent to allow the Council to retain a copy of the disclosure certificate within your personal file.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

## **Diversity and Inclusion**

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential. Our Diversity and Inclusion Strategy is available on the internal intranet or from your line manager.

## **Health and Safety**

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

## **Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers**

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format (access needs will be met for those with a disability)