

**JOB DESCRIPTION**  (Form HRJDES Jul 2022)

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| **Job Title** | Prince’s Trust Team Leader |
| **Responsible To** | Youth Engagement Co-ordinator |
| **Responsible For** | Prince’s Trust Programme Support Worker |
| **Grade** | Scale 6, SCP 20-27, £26,446 - £31,895 |
| **Hrs** | 36.25hpw |
| **Location** | Burnley Fire Station  Belvedere Road  Burnley  BB10 3AA |
| **Other terms and conditions** | National Joint Council for Local Government Services  A flexi time scheme is in operation  Ad Hoc Car User |
| **Special Requirements** | It is a requirement of the post that the post holder holds a current category ‘B’ (car) full driving licence.  Current driving licence which must be demonstrated. The postholder is required to be licensed to drive mini buses. Driving licenses obtained prior to 1997 automatically include this. (All other applicants must be eligible (21yrs+) and willing to undertake D1 driver training and pass within the probationary period).  Ability to work outside normal office hours which includes attending a minimum of 3 residential weeks per year.  This post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to a Disclosure and Barring Service (DBS) clearance. |

**Our Aim**

The intended result of all our efforts is to: make Lancashire safer.

This is what we are here to achieve. We seek to do this by delivering prevention, protection and emergency response services; using our trusted position in the community to influence the wider safety of people and working in partnership with other organisations where we have shared objectives.

**Our Priorities**

* Valuing our people so they can focus on making Lancashire safer.
* Preventing fires and other emergencies from happening.
* Protecting people and property when fires happen.
* Responding to emergencies quickly and competently.
* Delivering value for money in how we use our resources.

The way we work to achieve our priorities is as important as what we do and our Service values ‘**STRIVE’** reflects the behaviours we expect from our staff.

**Service:** Making Lancashire safer is the most important thing we do.

**Trust:** We trust the people we work with.

**Respect:** We respect each other.

**Integrity:** We do what we say we will do.

**Valued:** We actively listen to others.

**Empowered:** We contribute to decisions and improvements.

The Service values are underpinned by the national Core Code of Ethics for Fire and Rescue Services in England. The Core Code sets out five ethical principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour.

**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** - 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.

Everyone in Lancashire Fire and Rescue Service is expected behave in accordance with the Service values and to follow the Core Code, including those working with or on behalf of us.

You can read our full [Community Risk Management Plan](https://www.lancsfirerescue.org.uk/wp-content/uploads/2022/04/Community-Risk-Management-Plan_2022-27-FINAL-VERSION-13-April-22-amends-page-15.pdf).

**Job Role**

The role of the Team Leader is to assist in the running of Lancashire Fire and Rescue Service by supporting the Line Management to ensure efficient and effective delivery of The Prince’s Trust Team Programme.

The Prince’s Trust Team Programme enables 16-15 year olds to develop their confidence, motivation and skills during the twelve week personal development course.

Whilst the Prince’s Trust Team Programme is available for young people already in employment, predominantly the programme targets those disadvantaged by unemployment, social deprivation and inequality.

As a result, the day to day working environment is a very demanding environment. It is therefore essential that Team Leaders have excellent motivational and coaching skills, demonstrate personal resilience and emotional stability. Team Leaders must be able to communicate effectively with young people and resolve conflict in an efficient manner.

After recruiting a team of up to 15 team members, retention of the team is essential. Therefore it is also important that a Team Leader possesses excellent team building skills.

**Responsibilities**

* Successfully complete the Team Leader training course.
* Deliver and assess the educational elements of the programme, including Literacy, Language and Numeracy.
* To be responsible for the delivery of the Team Programme in line with Lancashire Fire & Rescue Service policy, the Prince’s Trust Tool Kit and other regulatory bodies as directed.
* Plan, deliver, monitor and evaluate a recruitment strategy to attract young people in line with Lancashire Fire & Rescue Service – Prince’s Trust policy.
* Act as an appropriate role model and coach to team members.
* To motivate the team and individuals to fully engage with the Team Programme.
* Understand and respond to the individual requirements and aspirations of each team member.
* Effectively resolve all matters of conflict between team members.
* Demonstrate personal resilience and emotional stability at all times whilst delivering the Team Programme and in the company of team members, community organisations and agencies.
* To be responsible for day to day supervision of the Programme Support Worker / Seconded member of staff and when allocated the Social Work Student during their placement.
* To provide Information Advise & Guidance (IAG) in line with Matrix standards.
* Carry out and review risk assessments to an acceptable standard and deliver the programme at all times with proper regard for Health & Safety. Refer to your Line Manager in all cases of doubt about Health and Safety Matters.
* Agree with the Line Manager targeted risk reduction activities that PT staff can influence. Liaise with community organisations and agencies to jointly develop local plans and projects for the PT team to deliver on.
* To achieve and maintain the required standards/qualifications to deliver all elements of the programme.
* Assess and review each learner’s performance as required.
* Accurately keep all associated records in relation to the programme and submit to meet deadlines as required, this includes petty cash and other monies associated with the programme.
* Attend Lancashire Fire & Rescue Service and Prince’s Trust events when required.
* To provide support and guidance and to liaise with all supporting staff to ensure the smooth delivery of the programme.
* To be responsible for the maintenance and good housekeeping of all equipment and buildings allocated to their charge including; vehicles, IT equipment, telephones, cameras, furniture etc.
* Demonstrate a commitment to personal development and actively participate in the appraisal process.
* To be aware of the LFRS Safeguarding Procedures and to make referrals as appropriate to the role.
* Promote a positive image of the Service in dealing with all other organisations and members of the public.
* To promote the principles of equality and diversity and comply with LFRS Equality, Diversity and Inclusion Policy at all times.
* To observe all rules governing health and safety and use safety equipment where it is provided.
* To support LFRS in its commitment to prevent pollution and minimise its impact on the environment.
* The post holder may be requested to undertake the duties of higher graded staff subject to consultation. In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

It is unacceptable for any LFRS employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues. Further, the behaviour of those who work in safety critical roles and safety critical support roles can affect both the safety of members of the public and public confidence in the Authority. LFRS has legal obligations under the Health and Safety at Work Act 1974 to take reasonable steps to ensure the safety of its employees, and employees are obliged not to endanger the health or well-being of others by their acts or ommissions.

**EMPLOYEE SPECIFICATION**

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| **Prince’s Trust Team Leader** | | | |
| **Qualifications** | **Essential** | **Desirable** | **Assess By** |
| Hold or be willing to work towards Level 3 Award in Education and Teaching. (QCF). within the first year of employment and progress to Level 4 Certificate in Education and Teaching (QCF)). | X |  | A,I |
| GCSE Grade C or above in English and maths or equivalent. | X |  | A,V |
| Health & Safety, hold or be willing to work towards and achieve IOSH, Certificate in Managing Safely. | X |  | A,V |
| **Experience** |  |  |  |
| Experience of using Microsoft Office – which includes Word, Outlook, Excel and PowerPoint |  | X | A |
| Experience of delivering training to small groups | X |  | A, P |
| Experience of working with challenging young people and supporting their personal development whilst acting as a coach. | X |  | A |
| Experience of planning, promoting and delivering recruitment and selection process. |  | X | A |
| Experience of Health and Safety and risk assessment | X |  | A |
| **Knowledge, Skills and Abilities** |  |  |  |
| Good organisational skills, including time management and the ability to prioritise and manage a varied work load. | X |  | I |
| Good communication (oral & written) and presentation (classroom) skills. | X |  | I, P |
| Ability to work under own initiative and as part of a team | X |  | I |
| Able to maintain accurate records in accordance with General Data Protection Regulations. | X |  | I |
| The ability to be tactful and sensitive in communication and to empathise with young people, the agencies and professionals who deal with them. | X |  | A |
| Ability to resolve conflict. | X |  | A, I |
| Knowledge of safeguarding | X |  | A |
| The ability to demonstrate a commitment to equality and diversity | X |  | A |
| **Special Requirements of the Post** |  |  |  |
| It is a requirement of the post that the post holder holds a current category ‘B’ (car) full driving licence.  Current driving licence which must be demonstrated. The post holder is required to be licensed to drive mini buses. Driving licenses obtained prior to 1997 automatically include this. All other applicants must be eligible and willing to undertake D1 driver training and pass within the probationary period. (To be eligible the following conditions must apply: you are 21 years old or above; you have had your full driving licence for at least 2 years. | X |  | A,V |
| Ability to work outside normal office hours which includes attending a minimum of 3 residential weeks per year | X |  | A, I |

**KEY**

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| A -Application | I-Interview | V-Verification | T-Test | P-Presentation | R-Reference |



**Terms and Conditions**

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| **Grade** | Scale 6, SCP 20-27, £26,446 - £31,895 |
| **Hrs** | 36.25hpw |
| **Location** | Burnley Fire Station  Belvedere Road  Burnley  BB10 3AA |
| **Car Parking** | Free Car Parking Facilities are available at LFRS sites. |
| **Pension** | Local Government Pension Scheme |
| **Annual Leave**  **Entitlement**  Pro-rata for part-time employees | Green Book  The annual leave year for business support staff runs from 01 April to 31 March.  The scale of annual leave is as follows:-   |  |  |  |  | | --- | --- | --- | --- | | Spinal Column Point | 0 – 5 years | 5 – 9 years | 10 years + | |  |  |  |  | | Up to 13 | 22 | 27 | 27 | | 14-19 | 25 | 27 | 28 | | 20-36 | 27 | 27 | 30 | | 37 and above | 28 | 28 | 31 |   Plus bank holidays, plus 2 extra days which are accrued and taken if in post at Christmas/New Year. Staff employed at LFRS Service HQ are also required to take some additional annual leave to facilitate the Christmas closure. |
| **Other Terms and Conditions** | National Joint Council for Local Government Services.  LFRS operates a flexi-time scheme.  Adhoc Car User |
| **Car**  **Categorisation** | Ad hoc  Current category ‘B’ (car) full driving licence. If it carries any endorsements, clearance will be required from the Head of Fleet and Technical Services before you can be appointed even if you are successful at interview.  Current driving licence which must be demonstrated. The post holder is required to be licensed to drive mini buses. Driving licenses obtained prior to 1997 automatically include this. All other applicants must be eligible and willing to undertake D1 driver training and pass within the probationary period. (To be eligible the following conditions must apply; you are 21 years old or above; you have had your full driving licence for at least 2 years.  If you use your own vehicle, you will be reimbursed for the use of the vehicle on authorised journeys in accordance with the “LFRS Ad Hoc Car User Scheme”  The vehicle provided must be fit for purpose and meet the following requirements:   * Valid MOT test certificate. * Maintained in accordance with the manufacturers recommendations, kept in good condition and be fully road legal at all times * Insured for you to drive on official business journeys * It should be noted that the provision of your own vehicle does not preclude Lancashire Fire and Rescue Service requiring you to use service transport where this is considered more appropriate and in the interests of the organisation. |
| **Clearances** | Satisfactory references  Enhanced DBS  Occupational Health Assessment |
| It is unacceptable for any LFRS employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues. Further, the behaviour of those who work in safety critical roles and safety critical support roles can affect both the safety of members of the public and public confidence in the Authority. LFRS has legal obligations under the Health and Safety at Work Act 1974 to take reasonable steps to ensure the safety of its employees, and employees are obliged not to endanger the health or well-being of others by their acts or omissions.  To this end, LFRS will screen all candidates selected for employment for illegal drugs and alcohol. This will be carried out at our Occupational Health Unit, under strict protocols and confidentially. Any candidate who refuses to be screened will not be employed. Any candidate who tests positive for illegal drugs or unsafe levels of alcohol will not be employed. | |