

WEST YORKSHIRE FIRE & RESCUE SERVICE

JOB DESCRIPTION

POST TITLE:	Fire Prevention Trainer
GRADE:	5
RESPONSIBLE TO:	Partnerships Volunteering and Policy Manager
RESPONSIBLE FOR:	N/A
PURPOSE OF POST:	To co-ordinate, develop, deliver, and evaluate appropriate learning interventions to address community fire safety related issues for external agencies, vulnerable groups and internal colleagues

MAIN DUTIES AND RESPONSIBILITIES

First Area:

1. Co-ordinate the development and delivery of a range of learning interventions, working closely with Partnerships Volunteering and Policy Manager to provide training solutions in support of a range of internal and external learning activities
2. To design, deliver and evaluate training and training events systematically and to agreed quality standards, working with organisations and community groups and internal stakeholders to identify their needs
3. To deliver training on West Yorkshire Fire & Rescue Service (WYFRS) premises and to identify venues for the delivery of training off site across West Yorkshire
4. To develop and deliver internal training for Prevention and Operational colleagues to maintain competence in all areas of Prevention delivery.
5. To evaluate training and training events systematically to capture and share feedback, ensuring continuous improvement of our products, and to foster a culture of continuous improvement
6. Prepare and evaluate annual training plans – including analysis of feedback
7. Develop and maintain accurate training records in order to ensure maintenance of competence of staff and external partner agency trainees, ensuring updates are provided to past clients as appropriate.

8. Ensure learning packages are available online as either a resource for external use or a resource for internal use as appropriate
9. To advise on the development of resources such as workbooks, DVDs, interactive environments, as appropriate to support the aims and objectives of the learning intervention and the needs of the target audience
10. To support partnership arrangements and policy implementation through the provision of training as required
11. To maintain an up to date knowledge of best practice in the field of training and education identifying new areas for development
12. Establish and manage productive working relationships with colleagues and contacts external to the fire authority and be responsible for the identification and development of new areas for partnership work
13. To be competent in the use of display equipment and training technologies and train others as required.
14. Ensure all training activities and materials meet with relevant organisational and statutory policies, including health and safety, employment and equality laws
15. Coordinate Maintenance of Competence Activities
16. Foster positive working relationship and act as liaison point between Fire Service Training Centre and Training Centre Support

2. Second Area:-

- 2.1 To implement and promote the Authority's:
 - a) Fire Prevention policies
 - b) Service Delivery Plan
 - c) Equality and Diversity Policies
 - d) Health and Safety policies
 - e) Lone Working and Violence at Work Policy
 - f) Information Security Management System policies
 - g) Safeguarding policy
- 2.2 Responsibility to ensuring any data produced in relation to the post is accurate and current.
- 2.3 To undertake any Fire Prevention projects or training as directed by line management.

PERSON SPECIFICATION/SHORTLISTING CRITERIA

In order to be shortlisted for the post you will need to demonstrate your ability to meet the requirements of the role by giving clear, concise **examples of how you meet each** of the following person specification criteria on your application form.

You will only be shortlisted from the details in the application form if you meet **all Essential criteria**, i.e. items you must be able to do from day one to be able to perform the role. If a large number of applications are received, only those who also meet the Desirable criteria will be shortlisted, i.e. criteria you need to undertake the role, but which could be learnt during training.

There may be some criteria that are identified through 'Selection Process' only. **You will only be assessed on these criteria during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

	Experience	Essential/ Desirable	Source
1	A track record of training adults	Essential	Application/ Selection Process
2	Ability to communicate effectively with the public, and particularly with at risk individuals, community groups and a range of agencies	Essential	Application/ Selection Process
3	Evidence of networking skills and of making and developing relationships with appropriate contacts through attendance at meetings and events	Essential	Application/ Selection Process
4	Evidence of leading meetings and discussions and delivery of presentations that promote community safety activities	Essential	Application/ Selection Process
5	Has worked as an effective team member, having commitment and flexibility in working hours to meet objectives	Essential	Application/ Selection Process
6	Experience of developing, delivering and evaluating a range of learning interventions	Essential	Selection Process
7	Demonstrable experience of working in a professional training environment	Essential	Selection Process
8	Ability to act as an expert advisor in developing and delivering training interventions	Essential	Application/ Selection Process

	Education and Training	Essential/ Desirable	Source
9	Good standard of education as evidenced by a first degree or ongoing professional development to first degree level through formal or informal routes	Essential	Application
10	High level oral, written and non-verbal communication skills including making presentations, listening, influencing and writing accessible and interesting training materials	Essential	Application/ Selection Process
11	A recognised professional training qualification to level 3 or above	Essential	Application

	Special Knowledge and Skills	Essential/ Desirable	Source
12	Understanding of quality assurance procedures such as ISO 9001, Investors in People and equivalent	Essential	Application/Selection Process
13	Has an understanding of partnership working	Desirable	Application/Selection Process
14	Excellent organisational skills – including project planning and monitoring skills and knowledge of training administrative systems	Essential	Application/Selection Process
15	Be self-motivated and prioritise work effectively, where necessary to set and achieve targets with minimal supervision	Essential	Selection Process
16	Monitor individual and team progress towards meeting targets	Essential	Selection Process
17	Ability to identify target audience needs and design and deliver products to meet those needs	Essential	Selection Process
18	Developed training skills enabling delivery of appropriate and effective training to a wide range of external partner organisations and communities	Essential	Selection Process
19	Expert knowledge of training and development methods and techniques, and of how to design effective programmes	Essential	Selection Process
20	An understanding of the voluntary and community sector	Essential	Application/Selection Process
21	Ability to influence and engage with people from different backgrounds, cultures and ethnic groups	Essential	Selection Process
22	Use IT (Microsoft Office) effectively	Essential	Application
23	Demonstrate an understanding of the importance of equality and diversity to WYFRS as an employer and service provider	Essential	Selection Process
24	Demonstrate an understanding of and ability to implement Health & Safety at work	Essential	Selection Process
24	To hold and maintain a full current valid driving licence	Essential	Application

Updated Oct 2015

Grade updated following pay assimilation Jan 2020