



# EAST SUSSEX FIRE AUTHORITY

## Job Description

**Job Title:** Partnership and Engagement Manager

**Job Family:** JF5 Senior Technical/Professional Advisor

**Reporting to:** Head of Prevention

**Responsible for:** Various, including Volunteer Coordinator, Youth Engagement staff, Safe & Well Advisers, Fire Cadet Administrator

### **Main purpose of the job:**

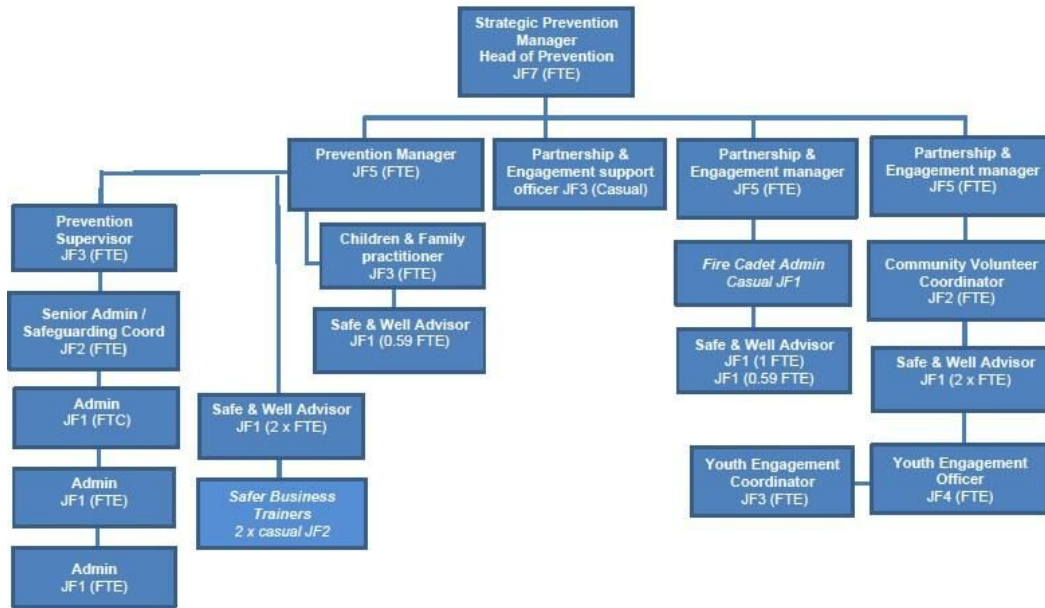
To develop, promote and facilitate effective partnership and engagement, and social engagement /inclusion activities Service-wide, including working with strategic partnerships, relevant Local Authorities, operational and democratic / consultative groups and with health-related partners that further endorse the focus on those with physical and mental health conditions that increase vulnerability through effective and targeted service delivery.

Continually review and evaluate the effectiveness of partnership arrangements to ensure the partnerships are meeting the aims of the Prevention Strategy.

Provide specialist support, expertise and guidance on effective partnership working to geographical Group management teams. including specifically the most effective way of allocating limited resources in the securing of Service and partnership objectives within the scope of prevention.

This role sits within Risk Reduction

## Prevention (March 2024)




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### Main duties and responsibilities

i. Know-How including:

- Practical/technical knowledge

To work collaboratively with relevant key Group partners and stakeholders such as District and Borough Councils, Brighton & Hove City Council, East Sussex County Council, Public Health, Integrated Care Boards / Health Authorities and the Police to promote and deliver the Prevention objectives of the Safer Communities strategy.

To identify and develop sponsorship and grant-funding opportunities to support the funding of prevention activities.

To monitor, manage and review partnerships, working arrangements and initiatives to ensure they are contributing to the required outcomes as stated within the Safer Communities strategy and annual assessment of risk process. review and evaluate the effectiveness of partnership arrangements by periodically reviewing the terms of reference of each partnership, the community objectives that will be pursued and the level of engagement the Service will commit to

To maintain and monitor a partnership register to allow a holistic assessment of engagement in respect to social inclusion in the delivery of prevention initiatives to enable areas of opportunity to be readily identified.

To assist proactively in the development of links between the Service and other agencies and community groups/associations for the purpose of raising the profile of the local Group team and ensuring the delivery of local services are relevant and tailored to the changing needs of the local community.

Use an evidence based approach to identify priorities and key areas of work to undertake with partners to improve the Prevention opportunities within our communities

Use of evaluation tools to determine the effectiveness of all Prevention activities

To support and build the Prevention evidence base of good work for the HMICFRS inspection process

To maintain knowledge of the work, policies and procedure of the ESFRS equality, diversity and inclusion Board.

Promote inclusion amongst ESFRS staff and volunteers regarding vulnerable people, particularly those with special needs, frail older people, people living with dementia and people living with limited mobility

Undertake regular project reviews, to evaluate the effectiveness of Prevention activities and prevention related initiatives.

Ensure an appropriate level of knowledge of the three Prevention strands and the relevant initiative library content for Home / fire, water safety or road safety to support delivery Service-wide

In collaboration with the Prevention Manager to support attendance at relevant prevention strand related meetings and engage with partners with a focus on reducing threat, risk and harm.

In collaboration with the other Prevention Managers to be jointly responsible for the strategic development of Fire Cadets

In collaboration with the Fire Cadet managers, leaders and admin support to have responsibility for developing and supporting the delivery of Fire Cadets.

In collaboration with the other Prevention Managers and Youth Engagement staff to be jointly responsible for the strategic development of youth intervention activities, including Safety in Action

Support the Service-wide delivery of Safety in Action

Line manage staff allocated to you in line with the Service's HR policies and ensure that key performance indicators are met.

Planning, organising and integrating (managerial) knowledge

In collaboration with Geographical Group Managers to support the development of key Prevention campaigns identified through the NFCC events calendar.

To Initiate and develop a range of partnership initiatives which promote the aims and objectives of ESFRS by targeting local vulnerable groups, identifying and engaging relevant partners in this process. Project management of these initiatives including coordination of resources and full evaluation and assessment for future involvement.

To co-ordinate the delivery of Service objectives and requirements in relation to community inclusion, diversity, prevention and social and inclusion work while promoting ownership from other in partners by working across all the sectors and local diverse communities.

Support and promote the work of the ESFRS Equality, Diversity and Inclusion Board within all Service-wide prevention activities.

In collaboration with other Prevention Managers to develop and maintain the Partnership & Engagement Action plan

Participation in the Prevention Board, including responsibility for relevant Key Performance Indicators

- Communicating and influencing skills

To develop and maintain links with key strategic partners to ensure that the objectives of the Safer Communities strategy are met

To develop and maintain a network of contacts to support communication with high risk/vulnerable/marginalised groups to enable their effective engagement, consultation and involvement with the team.

To build direct links with operational crews to enable effective engagement in prevention activity and acting as a point of contact for crews giving guidance on specialist matters of inclusion and engagement.

In collaboration with the Communications department, develop appropriate communications tailored to support and promote prevention activity

To support the utilisation of innovative resources, such as 'Staywise' that increase engagement opportunities.

To attend senior meetings at ESFRS headquarters, as necessary.

i. Problem solving

- Freedom to think

To be conversant with service HR procedures relating to performance and attendance and contribute to development plans identified for those that are being directly coordinated.

To Identify and organise prevention focused training opportunities for operational crews.

To identify best practice from partners and feeding back into ESFRS, including specialist advice on working practices.

Develop and manage the implementation of new initiatives.

- Thinking challenge

To take responsibility for coordinating light duty and other staff such as volunteers that are seconded to formulating and delivering prevention initiatives.

To identify the gaps in existing partnership structures. Develop and support new structures where community value is identified and the vulnerability of high risk individuals can be reduced.

ii. Accountability

- Freedom to act

To contribute to the delivery of Prevention Department targets agreed by the Prevention Board.

To co-ordinate Group staff and resources to facilitate service delivery at key events and support our public and third sector partners whilst safeguarding the safety of the public by ensuring operational Service delivery is secured through effective communication of the event plan with crews, mobilising staff and others as appropriate. Co-ordination will not include undertaking specialist tasks, rather the co-ordination of these tasks and updating the Group management team of progress, challenges and risks as well as confirming completion of the ESFRS planning and preparation for each event.

In collaboration with Finance business partners and the Strategic Prevention Manager, to effectively manage delegated budgets to ensure best value whilst ensuring prevention activities are delivered within budget

- Nature of the impact  
Magnitude (area of impact)

On behalf of the Strategic Prevention Manager to have responsibility for the overall delivery of the Community Safety priorities contained within the Safer Communities Strategic Plan.

### **General Responsibilities**

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level or responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

All staff must comply with all Brigade and Corporate Policies including Equal Opportunities and Health and Safety at Work.

Safeguard and promote the welfare of children and protection of vulnerable adults in line with the policies of East Sussex Fire and Rescue Service and East Sussex Fire Authority.



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## Person Specification

The person specification focuses on the knowledge, qualifications, experience and skills (both general and technical) required to undertake the role effectively. If you are applying for this role then please ensure that you demonstrate that you meet all of the essential criteria.

<b>Job Title:</b> Partnership & Engagement Manager	<b>Directorate:</b> Risk Reduction
<b>Job Family:</b> JF5 Senior Technical / Professional Advisor	<b>Department:</b> Prevention

ESSENTIAL CRITERIA	
KNOWLEDGE (incl. interpersonal and communication skills)	
1.	Able to evidence and demonstrate knowledge and understanding of partnership working within a public sector environment.
2.	Have a good understanding of the Fire & Rescue Service prevention agenda and how this drives prevention and risk management strategies and activities.
3.	Able to demonstrate an understanding of the 'lean working' principle and how to review and redesign processes and systems to ensure efficiency and the removal of wasted effort.
4.	Have a wide knowledge of statutory and voluntary sector partner organisations and their functions.
5.	Able to demonstrate knowledge of coordinating and organising resources in an event management context.
6.	Ability to work within a wider team of practitioners and professionals whilst being self-disciplined to work without supervision to achieve deadlines
7.	Ability to identify risks and opportunities, prioritise time and effort and make recommendations to senior managers on this basis.
8.	Excellent IT skills, covering all MS Office applications (Word, Excel, PowerPoint, Outlook)
9.	Able to prioritise and organize a busy work schedule
10.	Excellent communication skills, including verbal, written and interpersonal
11.	Able to liaise with staff across East Sussex Fire Authority and externally
QUALIFICATIONS	
12.	Educated to GCSE level or equivalent in (Maths and English)
EXPERIENCE	
13.	Substantial specific experience in the appropriate field applicable to the role

14.	Experience of working in teams that bridge directorates and organisations ideally with an emphasis on prevention and risk management.
15.	Working within an organisation that has experienced/is experiencing strong change agenda and evidence of assisting in the influence of change.
16.	Experience in one or more of the key Prevention strands (Home / fire, road safety, water safety)
<b>OTHER</b>	
17.	Commitment to diversity and aims of the organisation
18.	Mobility sufficient to enable travel throughout the county
19.	Able to converse at ease with customers and provide technical and/or professional advice in accurate spoken English

<b>DESIRABLE CRITERIA</b>	
<b>KNOWLEDGE (incl. interpersonal and communication skills)</b>	
1.	Knowledge of managing delegated budgets
2.	Knowledge or experience of identifying and securing sponsorship or grant-funded opportunities
<b>QUALIFICATIONS</b>	
3.	Professional qualification – degree/professional body
4.	To have completed the IOSH Managing Safely or equivalent.
<b>EXPERIENCE</b>	
5.	Experience in managing staff, monitoring their welfare and performance