

JOB DESCRIPTION

<u>Job Title</u>	Road Safety Coordinator
<u>Reports to</u>	Education Manager
<u>Reporting staff</u>	None

Job Purpose

Support the delivery of the Prevention Strategy by delivering road safety to young drivers, their passengers and other road users on behalf of the road safety partnership, via their education provider or community engagement.

Generic Responsibilities / Job Family

Technical

To provide specific support to a Service department or function, which may include maintenance of records, distribution of information, participating in events or co-ordinating application / assessment processes.

To act as a point of contact for the function and provide appropriate advice, guidance and / or support.

To ensure effective systems are in place and provide advice to Senior Managers regarding system development and review.

NOT PROTECTIVELY MARKED

<u>Specific Responsibilities</u>	
1	Deliver service road safety education programmes, including coordinating the involvement and attendance of schools, colleges and MOD audiences, internal staff, speakers and external partners as appropriate, as directed across identified geographical areas following procedure including use of resources, promoting evaluation etc.
2	Work with the Education Manager to support the development and continuous improvement of the road safety education programmes and associated resources and evaluation.
3	Attend community events focusing on road safety education as directed by the service to support the road safety partnerships.
4	Record education delivery on record systems as detailed in the procedures.
5	Work with approved speakers and volunteers to support the delivery of the road safety education programmes, including the recruitment of new speakers and volunteers as required.
6	Attend meetings, conferences and community engagement as and when required, deputising for the Education Manager as required.
7	Maintain responsibility for health & safety and safeguarding at all delivery events attended and follow Service procedures for reporting any incidents or causes of concern.
8	Promote and deliver the road safety education messages to communities as directed, working with other teams and partners as required such as the media and communications team.
9	Be the main point of contact for road safety partner enquiries and provide agreed support to service wide Road Safety Partnerships.