

NOT PROTECTIVELY MARKED

JOB DESCRIPTION

<u>Job Title</u>	Education Advisor
<u>Reports to</u>	Education Manager
<u>Reporting staff</u>	None

Job Purpose

Support the delivery of the Prevention Strategy by delivering safety education programmes to children and young people 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 safety education programmes including coordinating the involvement and attendance of schools, colleges and other audiences, internal staff, 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 education programmes and associated resources and evaluation.
3	Attend community events focusing on safety education as directed by the Service.
4	Record education delivery on record systems as detailed in the procedures.
5	Work with operational Firefighters to support them in the delivery of education programmes.
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 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 safety education enquiries and provide agreed support.

NOT PROTECTIVELY MARKED