



THE ROLE

Education Officer

Department:	Prevention
Role Code:	PRV23
Grade/Role:	6
Responsible to:	Business Development Manager
Responsible for:	No line management responsibility
Date Revised:	July 2021

Job Purpose:

To protect and save life, property and the environment by delivering targeted safety awareness programmes across Essex, primarily in education settings.

Main Duties and Responsibilities:

1. To deliver Essex County Fire and Rescue Service (ECFRS) Safety Awareness programmes to children across Essex (Key Stages 1 to 4), including identified risk groups, in accordance with the Prevention strategy and the Education and Specialist Intervention team objectives.
2. To liaise with schools, providers of education, and other agencies in order to identify necessary adaptations to the delivery of education programmes in order to meet the diverse learning needs of young people.
3. To provide guidance, advice and assistance to ECFRS colleagues regarding the delivery of school safety awareness programmes in accordance with ECFRS guidelines.
4. To maintain appropriate levels of skills and knowledge to enable effective delivery of school safety awareness programmes.
5. To maintain accurate records of programmes delivered for quality assurance, evaluation and measurement purposes against Education and Specialist Intervention team objectives.
6. To contribute to the development of new Educational Programmes, sharing experience and learning to ensure continuous improvement.
7. To engage proactively with schools and stakeholders to develop and maintain effective relationships and the positive reputation of ECFRS, including attendance at daytime networking events.

Role Profile

8. To manage ECFRS's resources including personal service vehicle and the security of its contents. To liaise with workshops to deliver vehicle servicing and maintenance.
9. Positively contribute to a safe work environment ensuring compliance with Health and Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 2018.
10. Any other duties commensurate with the responsibilities and grading of the post.