

# Job Profile

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**SkillZONE MANAGER (Gloucestershire Fire & Rescue Service)** Grade: 10 Date created: June 2021

**About the Job** To lead, manage and develop SkillZONE and the Gloucestershire Fire & Rescue Service associated partnership programmes to improve outcomes for children and adults and deliver the council's plans, priorities and strategies, to achieve maximum effectiveness, efficiency and value for money, consistent with good practice.

## This is what we need you to do...

- Lead on creating an evidence-based risk profile for children and young people in Gloucestershire and develop objectives to mitigate the risk from fire and other emergencies.
- Design, develop and evaluate prevention and wellbeing programmes and interventions to improve the outcomes of children and adults in Gloucestershire and identify funding opportunities to deliver those priorities.
- Ensure that SkillZONE programmes and interventions align with national Prevention Standards and are inclusive, trauma-informed and outcome-focused.
- Develop strategic partnerships and collaborative opportunities to maintain an effective and sustainable service and to support GCC in achieving good outcomes for children and young people.
- Lead and provide day to day management of the team, providing support, supervision, and performance management to ensure the delivery of high quality services, the safety and well-being of the staff and effective use of resources.
- Develop and maintain a proactive public profile for SkillZONE which encourages participation and supports the continuous development of the centre.
- Proactively monitor the business performance of SkillZONE and its associated programmes to ensure key GFRS and HMICFRS objectives are being met.
- Support the strategic aims of the Gloucestershire Safeguarding Boards and Partnerships by active engagement with their work, maintaining your skills and knowledge in child safeguarding matters and representing the Service at meetings as delegated.
- Represent GFRS at NFCC and county-wide meetings as required and take the lead in relevant projects or areas of strategic work as designated by the Strategic Leadership Team.

## Special Conditions

- This position is subject to an enhanced Disclosure and Child Barred List Check, and you will be asked to apply for a Disclosure Certificate if you are offered the position.
- The nature of this post requires flexibility to meet urgent work needs as they arise. This may entail occasional work outside of normal working hours with time off given in lieu.
- The post holder must hold a clear and valid driving licence or have the ability to travel around the County.

## **Monitoring and ongoing development of outcomes**

As part of the annual appraisal, outcome based targets and development opportunities will be agreed in conjunction with the line manager and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

## **The ideal candidate will have...**

### **Experience**

- Extensive experience of working within community safety, prevention or education.
- Evidence of at least 5 years' experience in managing a team.
- Evidence of good interpersonal and communication skills.
- Experience of managing a diverse volunteer team.
- Some experience in bid writing or identifying funding and collaboration opportunities.
- Experience of working in a role with child or adult safeguarding responsibility.

### **Knowledge, Skills and Understanding**

- Evidence of working with the high level of confidentiality required in relation to service users, carers and families and able to ensure sufficient security of such information, at all times.
- An understanding of trauma-informed practice or services.
- An understanding of the challenges that impact children and adults in relation to risk behaviour.

### **Behavioural attributes**

- Demonstrates Gloucestershire Leader/Employee Behaviours.
- Undertakes all duties in a manner which supports the council's equal opportunities policy, in relation to service users and staff, treating both groups with respect, inclusivity and without bias.
- Prioritises risk assessment/management, health and safety towards service users, staff and the wider organisation, carrying out their legal responsibilities for ensuring risk assessments are made and action taken.
- Provides effective leadership, demonstrating drive, enthusiasm and commitment, with a positive approach to change.
- Demonstrates adaptability, flexibility and transferable skills and carries out any other unspecified duties which are consistent with the grade and general characteristics of the post.

### **Education & Qualifications Essential**

- Degree level qualification in education, youth work, community safety or a related field, or extensive equivalent career profile.
- Leadership qualification or comparable career history.
- Evidence of continuous professional development.

### **Desirable**

Management qualification or evidence of training in good management or employment law.

