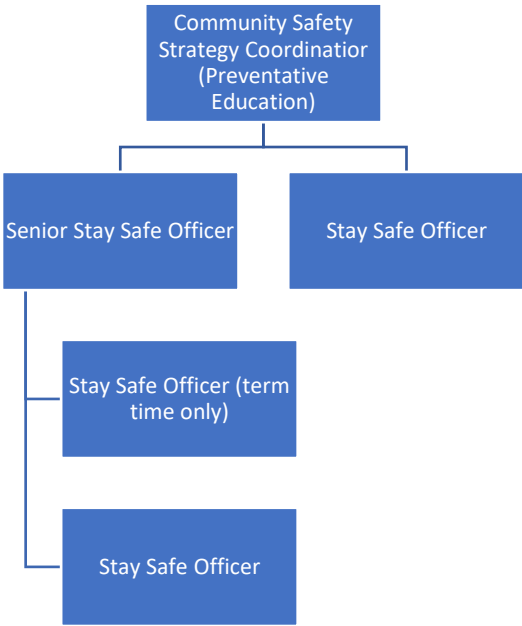


JOB DESCRIPTION & PERSON SPECIFICATION	
<b>Director Area:</b> Adult and Community Wellbeing	<b>Job Ref Number:</b> 02355
<b>Service Area:</b> Community Safety	<b>Grade:</b> 6
<b>Job Title:</b> Stay Safe Officer	
<b>PURPOSE OF JOB:</b> To assist in the design and delivery of a range of age appropriate educational workshops to children and young people, on key priority preventative/safeguarding messages. As part of the Stay Safe Partnership, assist in providing an integrated approach to performance management, quality standards and delivery of Stay Safe Partnership Training Pathways; embedding new ways of thinking and working.	
<b>TEAM STRUCTURE:</b> <div style="text-align: center; margin-top: 20px;">  <pre> graph TD     A[Community Safety Strategy Coordinator (Preventative Education)] --&gt; B[Senior Stay Safe Officer]     A --&gt; C[Stay Safe Officer]     B --&gt; D[Stay Safe Officer term time only]     B --&gt; E[Stay Safe Officer]                     </pre> </div>	
<b>MAIN DUTIES:</b>	
1	Deliver engaging workshops to educational establishments across Lincolnshire from Early Years Foundation Stage to Key Stage 5 on a variety of preventative/safeguarding messages.
2	Help design and create new workshops based on feedback from students, educational establishments and partners.
3	Develop and promote good relationships and practice with educational establishments and partners
4	As an employee, create a positive image of the County Council through your interactions with others.

5	Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations. Coach/mentor teams/colleagues as appropriate to embed new ways of thinking and working.
6	Monitor and report to Community safety strategy coordinator on performance against targets.
7	Contribute to work with partners to ensure a robust approach to data analysis and forecasting.
8	Maximise the impact of resources and value for money to achieve improved outcomes for the Council and partnerships. Ensure Council resources are optimised and utilised effectively and efficiently
9	Understand and work with the market as appropriate, developing and maintaining relationships with commissioners, service users, stakeholders, partners and potential providers
10	Contribute to the Council's statutory obligations and where appropriate any national and local performance indicators
11	Operate frameworks for Quality Assurance, using agreed appropriate performance standards and review processes with commissioners, and monitor delivery against commissioned requirements
12	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers
13	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice
14	Take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self -service to achieve maximum cost effectiveness
15	Work as part of the Safer Together collaborative partnership with Lincolnshire Police (Police Vetting and enhanced DBS checks required)

#### PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Experience of delivering workshops to children and young people	A,I,P	x	
Experience of designing workshops for children and young people	A,I, P	x	
In depth understanding of key priority area, legislation and effects on children and young people	A, I P	X	
Excellent interpersonal and communication skills	A, I, P	X	
Excellent collaborative and multi-agency working	A, I	X	
Ability to work as part of a team	A	X	
Self-Motivated	A,I	X	
Good Organization and time keeping skills with an ability to prioritise workloads to deliver required deadlines	A,I	x	

Able to adapt to change	A, I	x	
Able to be inquisitive, creative and confident in sharing ideas	A,I, P	X	
Indepth knowledge of the safeguarding environment	A, I	X	
To be confident in daily activities, to show initiative in projects and take the lead where required.	A,I	X	
Proficient in Microsoft Office	A,I, P	X	
An understanding of the use of information in monitoring progress and informing service provision.	A,I		x
Ability and willingness to travel throughout the County	A,I	X	
Satisfactory enhanced Disclosure and Barring Services check, and full police vetting check.	A	X	
Hold a full driving licence	A	x	
Ability to use Social Media platforms	A		x

\*A = Application form      T = Test/Assessment      I = Interview      P = Presentation

## GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Safeguarding** -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.