**WEST YORKSHIRE FIRE & RESCUE SERVICE.**

# JOB DESCRIPTION.

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| **POST TITLE:** | **Prevention Trainer.** |
| **GRADE:** | **Grade 5.** |
| **RESPONSIBLE TO:** | **Partnerships and Training Manager.** |
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| **PURPOSE OF POST:** | To assist in the delivery of the Prevention Strategy by planning, developing and evaluating training programmes.  Delivering organisational change and improvement through specialist and professional, high quality training materials.  To be an expert in training delivery and development of appropriate materials to support learning for all audiences. |

**ORG CHART.**

**Diagram of structure, Head of team Fire Prevention Manager, line manager Partnership and Training Manager, 2 Prevention Trainers.
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##### MAIN DUTIES AND RESPONSIBILITIES OF THE ROLE.

1. To coordinate the development and delivery of a range of specialist learning interventions, for internal colleagues, external partners, communities and learning establishments. Working closely with the Prevention Manager to ensure quality assurance findings feed into the development and review cycle of training materials.
2. Monitor, evaluate and review feedback from the delivery of training to ensure quality of product, standard of delivery is appropriate to the expectations set out in the training quality assurance framework and meets the needs of the audience and organisation. Implementing remedial actions where necessary.
3. Provide specialist advice across the organisation in relation to Prevention training materials and their delivery. Maintaining knowledge of developments in training delivery methods and materials, identifying different and engaging ways of delivering training to ensure packages remain up to date and are impactive and engaging.
4. Maintain effective working relationships with internal / external stakeholders to develop appropriate training materials, identifying needs of target audience, expanding training and development programmes based on the direction of the organisation.
5. To develop and maintain accurate training records, monitor the training materials review schedule and learning resources available on the external website to ensure all materials are relevant and comply with organisational policies and procedures
6. To deliver the learning and professional development of operational, Prevention and new trainees by equipping internal colleagues and external partners with Prevention knowledge, practical skills and the motivation required to carry out Prevention objectives in line WYFRS priorities.

**ORGANISATIONAL WIDE RESPONSIBILITIES:**

1. Adherence to the [NFCC Core Code of Ethics](https://nfcc.org.uk/our-services/people-programme/core-code-of-ethics/%20Services%20England.pdf) and [West Yorkshire Fire Service Values](https://www.westyorksfire.gov.uk/sites/default/files/2023-03/WYFRS%20Core%20Values%20June22.pdf).

[](https://nfcc.org.uk/our-services/people-programme/core-code-of-ethics/%20Services%20England.pdf)

1. To Implement and promote the Authority’s:
2. Health and Safety policies.
3. Equality and Diversity policies.
4. Information Security Management System policies.
5. Safeguarding policies.
6. Business continuity policy and contingency arrangements.
7. Policies related to General Data Protection Regulation and Data Protection Act 2018.
8. Commitment to maintaining our Customer Service expectations.
9. A satisfactory Disclosure and Barring check is required for the role.
10. This post has been designated a hybrid working post which means the postholder’s working time will be split between the workplace and home.  The actual working pattern and number of days at each will be agreed locally with the line manager and will be determined based on the service needs.

**SKILLS AND EXPERIENCE REQUIREMENTS FOR THIS ROLE.**

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria** (i.e. items you must be able to do from day one to be able to do the job), **identified as ‘Application’ in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as ‘Application’, will be shortlisted, i.e. criteria you need to do the job, but which could be learnt during training.

Please list or number the competency criteria below against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

There may be some criteria that are identified through ‘Selection Process’ only. **You will only be assessed on these criteria during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

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|  | **Experience.** | **Essential/ Desirable.** | **Where Identified.** |
|  | Demonstrable knowledge/experience of communicating effectively with and training a range of individuals with different learning needs, at risk individuals, community groups and partner organisations from children to adults. | Essential. | Application & Selection Process. |
|  | Experience of working in a professional training environment and developing, delivering, and evaluating a range of learning interventions. | Essential. | Application & Selection Process. |
|  | Ability to act as an expert advisor in developing and delivering training interventions. | Essential. | Application & Selection Process. |
|  | Has worked as an effective team member, having commitment and flexibility in working hours to meet objectives. | Essential. | Application & Selection Process. |

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|  | **Education and Training.** | **Essential/ Desirable.** | **Where Identified.** |
|  | Good standard of education as evidenced by a first degree or ongoing professional development to first degree level through formal or informal routes. | Essential. | Application. |
|  | Assessor qualification up to A1 or equivalent. | Essential. | Application. |
|  | A recognised professional training qualification (/Cert Ed/PGCE/Level 5 Learning and Development) or equivalent. | Essential. | Application. |
|  | High level oral, written and non-verbal communication skills including making presentations, listening, influencing and writing accessible and interesting training materials. | Essential. | Application & Selection Process. |

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|  | **Special Knowledge and Skills.** | **Essential/ Desirable.** | **Where Identified.** |
|  | Developed training skills and specialist knowledge of delivery methods and techniques to design effective programmes for a wide range of different audiences. | Essential | Application & Selection Process. |
|  | Knowledge of creating appealing digital materials, infographics, strong creative skills with the desire to create high-quality presentations, having attention to detail. | Essential. | Application & Selection Process. |
|  | Excellent organisational skills, self-motivated and able to prioritise work effectively– including project planning and target monitoring. | Essential. | Application & Selection Process. |
|  | Ability to identify target audience needs and design and deliver products to meet those needs. | Essential. | Application & Selection Process. |
|  | Demonstrate commitment to good data quality within all areas of work. | Essential. | Selection Process only |
|  | Demonstrate commitment to and understanding of Equality & Diversity, NFCC Core Code of Ethics and WYFRS values | Essential. | Selection process only. |
|  | To hold and maintain a current full UK valid car driving licence. | Essential. | Application & Selection Process. |

Updates: Feb 2019. Wording of JD initially reviewed, and updates commenced at start of a review of JDs and roles by the Prevention Team. Update: Spring 2022 Post titled: Prevention Trainer, post previously titled: Fire Prevention Trainer. Update: July 2024, updated job description template.