

## report

meeting	NOTTINGHAM AND CITY OF NOTTINGHAM FIRE AUTHORITY		
date	30 April 2004	agenda item number	9

### REPORT OF THE CHIEF FIRE OFFICER

#### PRINCE'S TRUST TEAM PROGRAMME: ESTABLISHMENT OF AN ADDITIONAL TEAM LEADER POST (Scale 4)

##### 1. PURPOSE OF REPORT

- 1.1 To establish a second post of Team Leader as part of the Prince's Trust TEAM Programme.

##### 2. BACKGROUND

- 2.1 The Prince's Trust is a registered charity and helps young people to overcome barriers through practical support including training, mentoring and financial assistance. The Trust focuses its efforts on young people who struggle at school, are in or leaving care, are long-term unemployed or have been in trouble with the law.
- 2.2 In 2002/03 the Trust supported 9,000 young people to undertake the TEAM personal development programme which uses teamwork in the community to help people gain confidence and skills as well as improve job prospects. The Scheme targets those from disadvantaged backgrounds including the unemployed and young offenders.
- 2.3 The Service established a partnership with the Prince's Trust in 2001 and have been responsible for running 8 courses for the Trust during this period. Currently the Service resource's the courses through two posts:
- ◆ Delivery Partner Manager and a
  - ◆ Team Leader.
- 2.4 The partnership involves the Service in recruiting volunteers for the programme on the basis of 16 people per course. It is the aim to ensure that a proportion of the volunteers should be unemployed, part of the New Deal Scheme or recruited from local employers as part of a personal development programme for their staff.
- 2.5 The organisation then receives funding from an associate Training Agency, in this case the Derby College, according to the numbers of volunteers recruited to each course. This funding is provided by the Learning Skills Council, New Deal and from employers using the programme as a personal development tool.
- 2.6 The TEAM programme is aimed at young people aged between 16 to 25 years old and the programme runs for 12 weeks, with the volunteers becoming involved with activities which will enhance their confidence and job skills/experience. This involves basic skills training (for the unemployed), involvement in a community project, a residential week, and a work placement. The project also helps participants to consider career and further education options.
- 2.7 The Service has been engaged with the Prince's Trust in exploring the opportunity to further develop TEAM in communities across the County. During the past two years the Service has run programmes predominantly in the south of the County, mainly based at Stockhill Fire Station.

### **3. REPORT**

3.1 It is apparent that from discussions with the Trust and partner organisations that there is clear need for TEAM in the north of the County. The Service would aim to deliver the programme in conjunction with other programmes aiming to engage with young people in areas of high unemployment. The intention is to increase the number of teams delivered across the County to six in 2004-05 and then develop further to deliver ten teams in 2005-06.

3.2 To achieve this the Service will need to appoint a second team leader who will be responsible for working with partners in the north of the County to deliver two teams in 2004-05 and three further teams in 2005-06. The Job Description is attached as Appendix A.

### **4. FINANCIAL IMPLICATIONS**

4.1 The total cost to the Authority of this appointment will be £17,824 - £19867 including all overheads. This cost has been budgeted for within the existing Community Fire Safety budget and revenues received from the Learning Skills Council and New Deal Funding.

### **5. PERSONNEL IMPLICATIONS**

5.1 Recruitment to the vacancies will be in line with the Authority's Recruitment Procedures, ensuring equality of access and opportunity to all potential applicants.

### **6. EQUAL OPPORTUNITY IMPLICATIONS**

There are no Equal Opportunity Implications arising out of this report.

### **7. RISK MANAGEMENT IMPLICATIONS**

There are no Risk Management Implications arising out of this report.

### **8. RECOMMENDATION**

8.1 It is recommended that an additional post of Prince's Trust Team Leader be established on a grade of Scale 4.

### **9. BACKGROUND PAPER**

Princess's Trust Scheme Business Plan produced by Nottinghamshire Fire & Rescue Service.

P. Woods  
**CHIEF FIRE OFFICER**

**JOB DESCRIPTION**

<b>Job Title:</b>	<b>PRINCE'S TRUST VOLUNTEERS – TEAM LEADER</b>
<b>Grade:</b>	<b>SCALE 4</b>
<b>Personnel Reference:</b>	<b>SSPRINCE02</b>
<b>Conditions of Service:</b>	<b>NJC for Local Government Services</b>
<b>Responsible to:</b>	<b>DELIVERY PARTNER MANAGER</b>
<b>Responsible for:</b>	<b><i>(individual posts or team/section/dept name)</i></b>

**General Description of Post**

The postholder's primary responsibility will be to deliver the Prince's Trust Volunteers Personal Development Programme to young adults aged 16-25 years.

**Specific duties**

1. To recruit a mixed range team of volunteers including liaising with training managers, Employment Services, Careers Officers, employers, youth organisations, youth Offending Teams, schools and colleges, Probation, Drug Centres and Prisons as necessary.
2. Set the volunteers programme objectives to meet both team and individual needs and deliver the expected outcomes.
3. To liaise with community organisations and agencies to plan, prepare and supervise appropriate team projects and individual placements for Volunteers.
4. To plan and deliver a Volunteer's programme which includes all the elements required by the Prince's Trust including Basic and key skills.
5. To provide leadership and guidance to the team, taking responsibility for their health, safety and welfare, including taking appropriate disciplinary procedures.
6. To conduct risk assessments, report all accidents, incidents and near misses as required.
7. To conduct regular meetings for evaluation, review and assessment with the whole team and on an individual basis.
8. To be responsible for own time management and directing appropriate workload of support staff allocated to the Team.
9. To keep appropriate records of the team and individual performance and progress.

10. To submit regular reports on the Volunteers team to the Delivery Partner Manager and make a significant input to the planning, review and evaluation process.
11. To be responsible for petty cash and community project accounts.
12. To carry out the responsibilities expected of a Brigade Driver at all times.
13. Ensure the security and maintenance of the premises, vehicles and equipment allocated to team leaders.
14. To actively support and attend relevant Prince's Trust Events as required.
15. Successfully complete the Prince's Trust Initial Training Week and achieve Team Leaders Award within eight months.
16. To undertake any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that normally any significant changes of a permanent nature should be incorporated into the job description in specific terms.

### **SPECIFIC HEALTH & SAFETY RESPONSIBILITIES**

17. This should denote any managerial, specialist or corporate health and safety responsibilities. The Health and Safety Advisor can advice on any particular issues. You may wish to consider the environment in which an individual works, the equipment and substances they handle, responsibility for employees, trainees or contractors.

### **GENERAL RESPONSIBILITIES (ALL EMPLOYEES)**

#### **18. (a) Health and Safety**

- (i) To take reasonable care for your own health and safety and work and that of other persons who may be affected by your work activities.
- (ii) To co-operate with Nottinghamshire Fire & Rescue's attempts to comply with health and safety legislation. Where appropriate you must safeguard the health and safety of all persons affected by the work activities you supervise at any premises you have control over.
- (iii) To work in a safe manner in which you have been trained and instructed and advise your line manager of any health and safety problems you become aware of.
- (iv) To familiarise yourself with the contents of the Service's Written Safety Policy.

#### **(b) Use of equipment and other appliances**

- (i) To take proper care in handling, operation and safeguarding of any equipment, vehicles or appliance, used or issued by the Service or

provided or issued by a third party for individual or collective use in the performance of the job holder's duties

**(c) Equalities**

- (i) To uphold the Nottinghamshire Fire and Rescue Service's Fairness at Work and Equal Opportunities policies and practices and to treat all colleagues, service users and contacts with respect and in accordance with the expectations laid down by the Service.
- (ii) To promote and deliver fair and quality services that are sensitive and responsive to all service users.

**(d) Code of Conduct**

To adhere to the standards of the Code of Conduct established by the Service.

**(e) Personal Development**

To keep up to date with current practice, undertake training and Continuous Professional Development as appropriate.

**(f) Information Technology**

- (i) To comply with security measures to protect against unauthorised access to, alteration or disclosure of information held on computer and ensure adherence to the principles of the Data Protection Act.
- (ii) To undertake any training and operation of new technologies and associated systems as required.