

JOB PROFILE



JOB TITLE:	Fire Cadet Unit Leader
SALARY GRADE:	Grade 6 (3 hours per week) £2,375- £2,577
DIRECTORATE:	Community Safety
TEAM:	Youth Engagement
LOCATION OF WORK:	St Helens
HOURS OF WORK:	3 hours per week- annualised hours
DIRECTLY RESPONSIBLE TO:	Fire Cadet Co-ordinator
LEADERSHIP BEHAVIOUR LEVEL:	Leading Yourself

MAIN JOB PURPOSE

To plan, manage and deliver the objectives of the Fire Cadet programme and to supervise and support Fire Cadets & Volunteer Instructors.

KEY AREAS OF RESPONSIBILITY

- Be aware of relevant MFRS policies and procedures
- To plan, manage and deliver the Fire Cadet programme ensuring compliance with Fire Cadet Policy & National Fire Cadet Framework
- To plan and manage the delivery of relevant qualifications (& undertake relevant Assessor training) and associated administration
- To attend associated meetings
- To attend in-house and external training courses as required and ensure drill yard competency is maintained by taking responsibility for self learning in order to conduct drills safely
- To undertake risk assessments & monitor H&S and to ensure cadet activities are performed in accordance with organisations associated risk assessment. To ensure all equipment is standard tested in accordance with organisation policy
- Support young people with differing social and emotional needs
- Support & develop volunteer Fire Cadet Instructors
- To organise & deliver fire service practical operational activities
- Plan & deliver Fire Service safety sessions
- Manage and record the development of young people during the programme
 - To record & handle weekly cadet subs and fundraising money
- To drive & transport young people via a mini bus (will be required to undertake a mini bus driving course)
- To drive & operate a fire appliance to support delivery of practical operational drills (will be required to undertake an LGV driving course)
- Develop and inspire young people to make positive life choices for their future

- Encourage and promote the values of MFRS and required Fire Cadet standards
- To plan & deliver activities outside of fire service premises e.g. fundraising, public events and community projects, residentials
- Represent the fire and rescue service at local, national and international events where Possible
- Recruit young people onto course programme
- To develop new opportunities & partnerships to increase young people's learning
- Complete end of course evaluation & associated reports
- Follow internal MFRS processes regarding any safeguarding concerns
- Act as an appropriate role model and coach to young people

VALUES, BEHAVIOURS AND CODE OF ETHICS

As detailed in the Authority's CRMP, the Leadership Message clearly states our Values.

We serve with **Courage**

- By never settling for the status quo
- By being decisive and calm under pressure
- By having determination to see things through
- By being prepared to fail
- By celebrating diversity and being open to new opportunities and challenges
- By setting high standards and not being embarrassed for doing so
- By challenging ourselves to be better

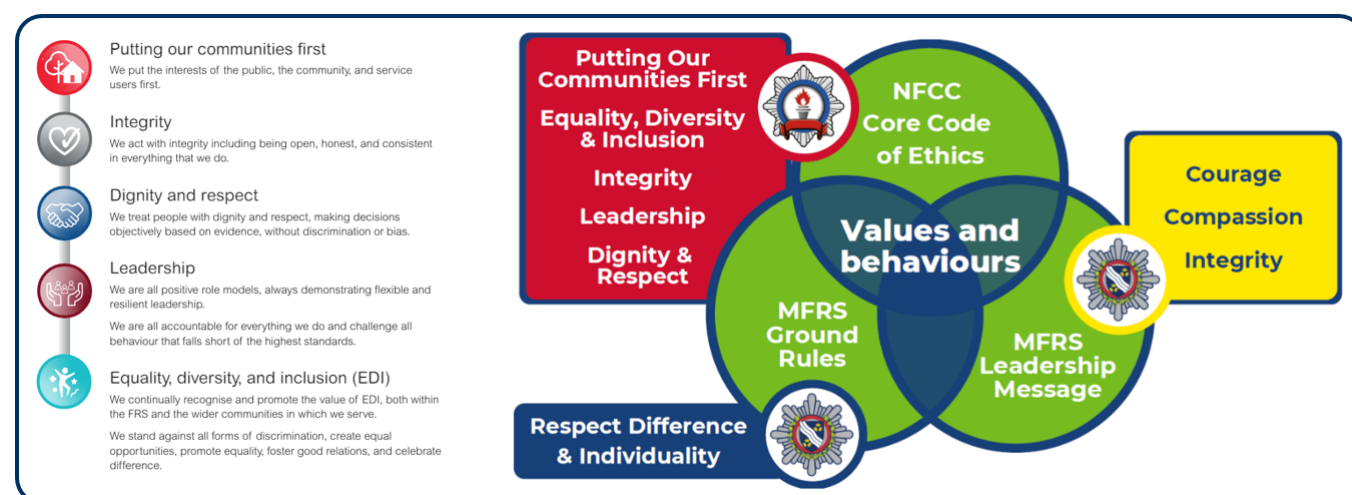
We serve with **Integrity**

- By doing the right thing even when it is hard or no one is looking
- By leading by example
- By standing up for what matters
- By being open, honest and fair
- By making decisions based on facts
- By explaining the why
- By being consistent
- By always doing what we say we are going to do

We serve with **Compassion**

- By acting with empathy and kindness
- By actively listening - hearing what is being said
- By going the extra mile to help
- By looking after and supporting each other, noticing what is going on for people
- By recognising each other's contribution
- By creating a sense of belonging
- By embracing and understanding difference

The National Core Code of Ethics for Fire & Rescue Services sets out five Key Principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour. The code is complemented by MFRA's Ground Rules, which outlines how we welcome difference and individuality, create a sense of belonging in the most inclusive way and provide some key, simple rules surrounding how we act.



LEADERSHIP BEHAVIOURS

LEADING YOURSELF

Personal Impact	I demonstrate Service values and behaviours.	I value inclusion and set a positive example to others.	I reflect on my own strengths and see the strengths of others (using colours).
Outstanding Leadership	I am an ambassador for the Service, taking pride and responsibility for the work we do and encouraging others to do the same.	I take responsibility and accountability for the quality of my own work.	I role model proactively, learning new skills and behaviours.
Service Delivery	I find out about my local community risks & associated behaviours to ensure we are offering the best service.	I plan ahead and prioritise my work, managing my time effectively to get things done.	I work to foster trust with others & build constructive working relationships to achieve goals.
Org. Effectiveness	I know what the key organisational goals are and how I contribute.	I work within the organisation's policies, procedures and processes.	I continuously seek to improve my performance & share my ideas.

Date job profile prepared / revised:

July 2025

MERSEYSIDE FIRE & RESCUE SERVICE

PERSON SPECIFICATION



**MERSEYSIDE
FIRE & RESCUE
SERVICE**

Job Title:	Fire Cadet Unit Leader	Team:	Prevention
Salary:	Grade 6	Directorate:	Community Risk Management
QUALIFICATIONS & TRAINING		ESSENTIAL/DESIRABLE	ASSESSED BY
Health and Safety qualification.		DESIRABLE	PD
A current certificate in First Aid training.		DESIRABLE	PD
KNOWLEDGE & EXPERIENCE		ESSENTIAL/DESIRABLE	ASSESSED BY
Experience of working with conducting presentations throughout Merseyside specific information to groups.		ESSENTIAL	A & I
Previous experience of working/engaging with children.		DESIRABLE	A & I
Knowledge of the communities in Merseyside		DESIRABLE	A & I
Knowledge of relevant legislation, i.e. Safeguarding		ESSENTIAL	A & I
Understanding of confidentiality and privacy		ESSENTIAL	A & I
Good knowledge of Fire /Home Safety.		DESIRABLE	A & I
Knowledge of Health and Safety and Risk Assessment		DESIRABLE	A & I
Knowledge of the aims and objectives of Merseyside Fire and Rescue Service and Community Safety.		DESIRABLE	A & I
SKILLS & ABILITIES		ESSENTIAL/DESIRABLE	ASSESSED BY
Excellent interpersonal skills with the ability to communicate effectively both verbally and in writing with a wide range of people in a clear and accurate manner.		ESSENTIAL	A & I
The ability to exchange complicated and sensitive information both verbally and in writing in a professional and confidential manner.		ESSENTIAL	A & I
Highly motivated.		ESSENTIAL	A & I
Ability to work to deadlines, which are subject to conflict.		ESSENTIAL	A & I
Excellent organisation and time management skills, with the ability to prioritise		ESSENTIAL	A & I
Diplomacy skills		ESSENTIAL	A & I
Ability to use own initiative		ESSENTIAL	A & I
Strong creative and analytical skills with regards to problem solving.		ESSENTIAL	A & I
Good level of literacy and numeracy skills.		ESSENTIAL	A & I
Good IT skills in the use of Microsoft Outlook, Word and Excel.		ESSENTIAL	A & I
The ability to create and develop lesson plans and resources to aid young people's learning		DESIRABLE	A & I
WORK RELATED CIRCUMSTANCES		ESSENTIAL/DESIRABLE	ASSESSED BY
A commitment to model our values and behaviours; promoting a culture which embraces collaboration, inclusivity, high performance and wellbeing, striving to make a real difference to the communities we serve.		ESSENTIAL	A & I
Meet the medical and fitness standard required for the role		ESSENTIAL	MFRS
Enhanced Disclosure Barring Service check (verification of unspent criminal records will be undertaken in the in the form of a enhanced disclosure barring service check)		ESSENTIAL	MFRS

	A commitment to model our values and behaviours; promoting a culture which embraces collaboration, inclusivity, high performance and wellbeing, striving to make a real difference to the communities we serve.	ESSENTIAL	A & I
	Ability to travel throughout Merseyside and beyond.	ESSENTIAL	A & I
	Full UK manual driving license.	ESSENTIAL	PD
	D1 minibus licence (If your driving licence was issued before 1/1/97 you can automatically drive a mini bus.)	DESIRABLE	PD
	HGV licence. (It would be an advantage to have a HGV driving licence. If you haven't you will be required to undertake an appropriate internal training course to gain this licence, if appointed.)	DESIRABLE	A & I

A	Application	I	Interview	PD	Produce Documentation	MFRS	If successful & conditionally offered the role, MFRS will facilitate
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