



JOB TITLE:	Kings Trust Programme Support Worker
SALARY GRADE:	Grade 5
JE REFERENCE:	A264
DIRECTORATE:	Prevention
TEAM:	Youth Engagement
LOCATION OF WORK:	Locations across Merseyside
HOURS OF WORK:	35
DIRECTLY RESPONSIBLE TO:	Team Leader – Kings Trust

LEADERSHIP BEHAVIOUR LEVEL:	Leading Yourself
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MAIN JOB PURPOSE

Supporting young people's learning needs and developing personal skills to Youth Engagement Programmes delivered by Merseyside Fire & Rescue Service.

The post holder will be committed to, encourage and promote the values of MFRS, the National Core Code of Ethics for Fire & Rescue Services, and act in accordance with our Ground Rules.

KEY AREAS OF RESPONSIBILITY

1. Deputise in the absence of the Team Leader when necessary.
2. Support in developing the personal skills of the young people and improve their personal development.
3. Carry out literacy and numeracy diagnostic assessments and record distance travelled.
4. Complete Individual Learning Plans (ILP's) and liaise with Team Leaders on learner needs.
5. Support students with basic skills when required by learners.
6. Support with recruitment and retention of team and ensure student enrolment forms are completed accurately in a timely manner.
7. Support monitoring health and safety including completing risk assessments (training will be given).
8. Keep necessary team records as required.
9. Support with personal profiles and key skills and complete administration in accordance with our funding arrangements.
10. Support the organisation of presentations functions during the programme.
11. Support in reviewing the students progression over the programme.
12. Support in securing work placements.
13. Attend and assist in the supervision of student "outward-bound" style team building residential courses.

14. Fulfil all exigencies of the role and support, when required on MF&RS Youth Team Programmes.
15. To undertake necessary training.
16. To assist in preparing and delivering team activities both on and off site.
17. To communicate with stakeholders when required.

To undertake any other duties deemed suitable by the Authority commensurate with the grade.

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

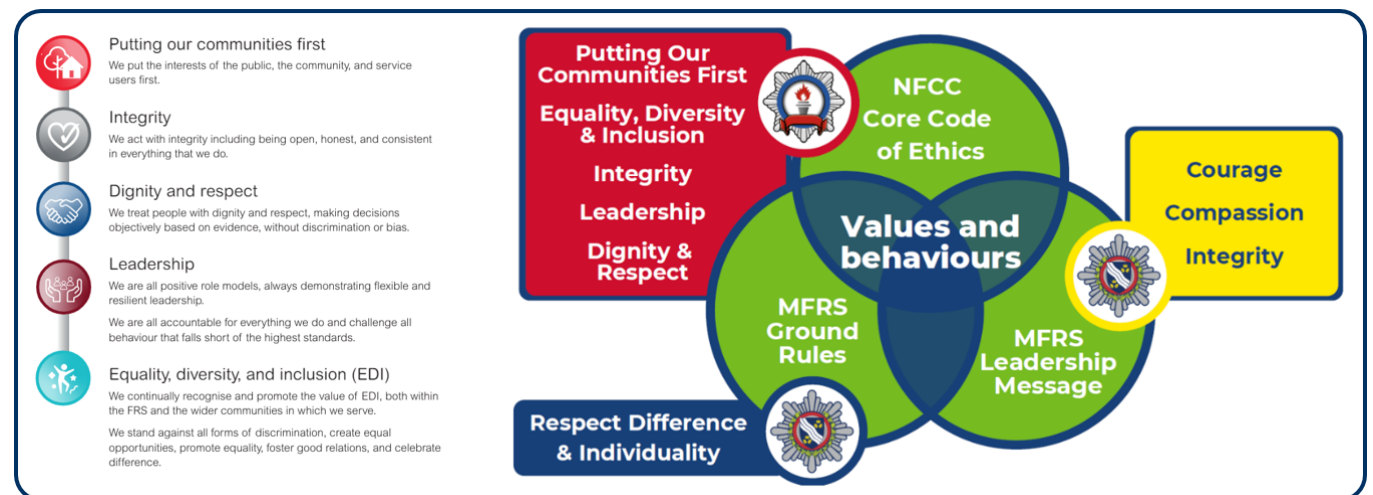
We serve with **Integrity**

- 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:

14.02.2025 S. Nugent

MERSEYSIDE FIRE & RESCUE SERVICE

PERSON SPECIFICATION



Job Title:	Programme Support Worker - Kings Trust	Team:	Youth Engagement
Salary:	Grade 5	Directorate:	Prevention
JE Reference:	A264		

QUALIFICATIONS & TRAINING	ESSENTIAL/DESIRABLE	ASSESSED BY
Hold a basic teaching qualification, or be working towards a basic teaching qualification.	D	P D
Good academic standards in Math's and English.	E	P D
Health & Safety knowledge.	D	P D
Challenging Teams 'Drug & Alcohol' abuse / challenging behaviour/etc.	D	P D
First Aid certificate.	D	P D
KNOWLEDGE & EXPERIENCE	ESSENTIAL/DESIRABLE	ASSESSED BY
Knowledge of external organisations to signpost volunteers on to.	D	A & I
Knowledge of Safeguarding.	D	A & I
Knowledge of the King's Trust Team Programme.	D	A & I
Knowledge of the aims and values of Merseyside Fire & Rescue Service.	D	A & I
Experience of working with young people/young adults in various settings and the ability to relate and empathise with their needs.	E	A & I
Experience of recruitment and support of young people on a self-development programme.	D	A & I
Experience of carrying out projects within the community.	D	A & I
SKILLS & ABILITIES	ESSENTIAL/DESIRABLE	ASSESSED BY
Excellent interpersonal skills with the ability to communicate effectively both verbally and in writing.	E	A & I
Ability to liaise and co-ordinate with partnerships in the community.	E	A & I
Highly motivated with good problem solving capabilities.	E	A & I
Ability to manage and prioritise a busy work schedule.	E	A & I
The ability to perform and function within a team	E	A & I
Good I.T. skills in the use of Microsoft Outlook, Word, Excel and PowerPoint.	E	A & I
Good Presentation skills.	D	A & I
Knowledge of social media and utilising it within the market place	D	
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.	E	A & I
Meet the medical and fitness standard required for the role	E	MFRS
Disclosure Barring Service check, verification of unspent criminal records will be undertaken in the in the form of an enhanced disclosure barring service check	E	MFRS
The post holder is expected to work flexibly across the full span of hours from 7:00am to 11:00pm, Monday to Sunday (inclusive), in practice the role is predominantly carried out Monday to Friday between the hours of 9:00am and 5:00pm.	E	A & I
Full UK Driving Licence.	E	P D
D1 Category Driving Licence (if you passed your driving test prior 1997 you will automatically have this category of driving licence).	D	P D

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