

## JOB PROFILE

<b>JOB TITLE:</b>	Careers & Community Engagement Outreach Worker
<b>SALARY GRADE:</b>	Grade 6
<b>SALARY RANGE:</b>	£22,183 - £24,491
<b>PAY REVIEW REFERENCE:</b>	A670
<b>DIRECTORATE:</b>	People & Organisational Development
<b>TEAM:</b>	Recruitment & Development Team
<b>LOCATION OF WORK:</b>	Service Headquarters
<b>HOURS OF WORK:</b>	35
<b>DIRECTLY REPORTING TO:</b>	Recruitment Manager

### JOB SUMMARY

To co-ordinate and deliver the careers and community engagement programme by planning and attending events with individuals / groups / organisations who represent under - represented groups i.e. women and people from ethnic minority backgrounds as well as the LGBT community in Merseyside and potential candidates from such communities. Maintaining relationships with existing partners and seeking new partners to engage with. Working with internal and external partners to promote careers and community engagement activities to promote Merseyside Fire & Rescue Service as an employer of choice.

In addition to supporting various stages of recruitment processes including administration through to assisting interviews and assessments. Whilst continuing to develop the profile of the Recruitment & Development team, providing strong customer focus and support to the wider People & Organisational Development Directorate.

### MAIN DUTIES / RESPONSIBILITIES

1. To maintain relationships and communication with existing partners via visits to their locations / phone calls and attending careers / community events across Merseyside. Keeping partners informed of vacancies and events to promote MFRS as an employer of choice. This includes attending schools, colleges and universities careers events and community events.
2. Seek new partners from under - represented groups to engage with and establish positive working relationships.
3. Attend careers / community events across Merseyside. Arrange staff and other resources i.e. fire appliance (where applicable) to attend such events.
4. Organise and promote "Have a Go" days and station visits.
5. Regularly meet with internal teams i.e. Equality, Diversity & Inclusion Team, Prevention Teams, staff networks and Corporate Communications to discuss and develop careers and community engagement activities.

6. Review and update all careers and event information and promotion materials i.e. social media / posters.
7. Maintain a record of partners and events calendar.
8. Support various recruitment processes providing administration support and assistance with interviews and assessments in line with the service level agreement.
9. To undertake recruitment and selection interviews, offering advice to hiring managers to ensure a fair and transparent process is adhered to.
10. Providing post-interview feedback to unsuccessful candidates.
11. Administering all correspondence to candidates.
12. Respond to general recruitment enquiries.
13. To provide advice on recruitment legislative issues.
14. To utilise the e-recruitment system, liaising with and supporting managers with its functions, utilising the package to its full extent and supporting its continued development.
15. To update and maintain H R systems and databases.
16. To complete reports including equal opportunities monitoring.
17. To complete tasks / projects as allocated by the Recruitment Managers.
18. To ensure own continuous professional development.
19. Any other administration and support duties commensurate with this role that may be required on an occasional basis.

### **WORKING WITH MERSEYSIDE FIRE & RESCUE SERVICE OUR VALUES**

It is essential that all employees of Merseyside Fire & Rescue service both operational and non operational are committed to, encourage and promote the values of MFRS and comply with the required standards of conduct and so promote the Authority within the community by acting with integrity and honesty. The Authority expects all of its employees to have and be able to demonstrate the following personal values:

#### Responsibility

Being self disciplined, taking ownership of and problems, making things happen, trying to make a difference.

#### Social Empathy

Being interested in people, displaying empathy, embracing diversity, community focused.

### Constructive Challenge

Being willing to challenge but not obstructively, commitment to improvement.

### Mutuality

Identifying with team, organisation and community, displaying team commitment, willing to stand up against peer pressure when appropriate, acknowledging other's right to differing opinions.

### Pragmatism

Aspiring to excellence whilst being realistic in expectations, being practical and solution focused.

### Openness to Experience

Receptive to learning opportunities and personal development, seeking out new experiences, interested in people and situations that are less familiar, taking a broad view on things, seizing opportunities.

## **CORE REQUIREMENTS – EQUALITY & DIVERSITY, HEALTH & SAFETY, CONFIDENTIALITY & DATA PROTECTION**

To be responsible for ensuring that your conduct and behaviour accords with Service Policies on Equality and Fairness at Work and Ground Rules, and for promoting an environment of dignity and respect amongst colleagues.

It is the policy of Merseyside Fire & Rescue Authority (MFRA) to provide, maintain and seek continual improvement of, as far as is reasonably practicable, a safe working environment for all of its employees and for others that may be affected by its activities. Everyone has a personal responsibility for their own safety and health, for others in the workplace and for the environment in which they work. It is, therefore, the duty of every employee whilst at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;

Confidentiality / data protection regarding all personal information and Authority activity must be maintained at all times (both in and out of work). The post holder must be able to recognise the importance and sensitivity of issues, ensuring that confidentiality is maintained at all times. All employees should ensure that they are familiar with and adhere to the Authority's data protection policy.

## **REVIEW ARRANGEMENTS**

The details contained in this job profile reflect the content of this job at the date it was prepared. It should be remembered, however that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Authority will expect to revise this job profile from time to time and will consult with the post holder at the appropriate time.

<b>Date job profile prepared / revised:</b>	<b>November 2021</b>
<b>Prepared / revised by:</b>	<b>L. Inman</b>