

Job Title	Community Safety Officer		
Post Reference		Permanent	Permanent
Grade	4	Hours	37
Reports to	Lead Community Safety Officer		
Line Management Responsibilities (Direct and Indirect)	N/A		
Directorate/ Department	Service Delivery		
Location	East/West Hub		
Politically Restricted	Yes ☐		No ☒
Level of DBS Check Required	☐ Standard ☐ Enhanced ☒ Enhanced (with barred Child) ☒ Enhanced (with barred Adult)		
Safeguarding Level Required	☒ Level 1 ☒ Level 2/3		

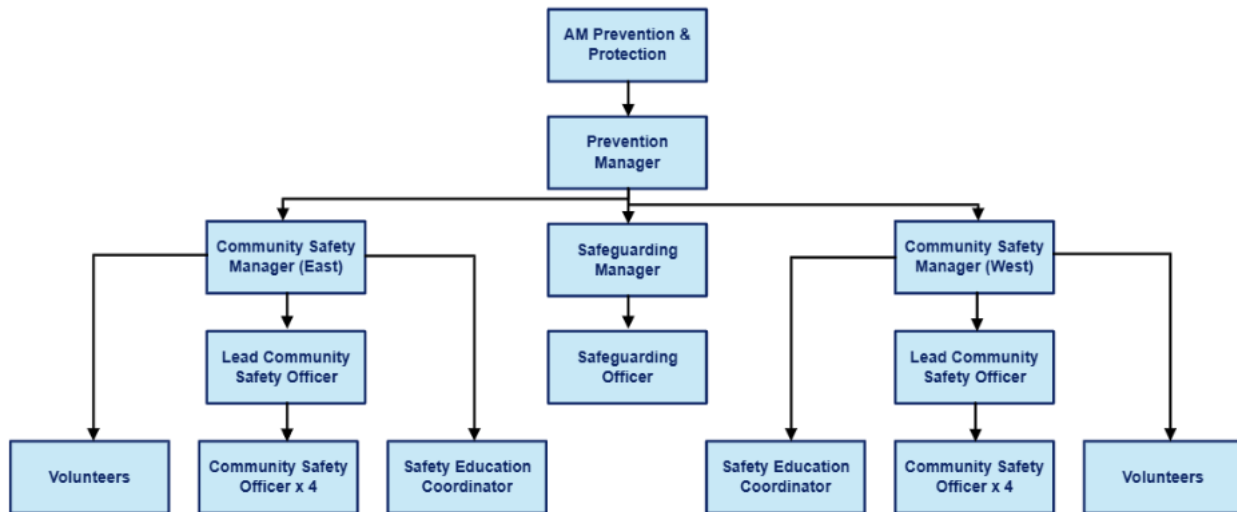
Main Purpose of the Job

The Community Fire Safety Officer is a frontline role within the prevention function, working closely with protection and response to support a coordinated approach to community safety. The primary purpose of the role is to reduce risk and prevent harm by educating and supporting individuals and communities to adopt safer behaviours, with a focus on fire safety alongside wider risks such as water and road safety.

The role delivers the statutory duty of Fire and Rescue Services to promote fire safety through direct engagement with the public. This includes planning and undertaking Safe and Well Visits (S&Ws), installing fire safety equipment to help individuals remain safe in their homes and providing tailored advice and guidance to individuals and groups.

Community Fire Safety Officers work collaboratively with members of the public, partner agencies, and colleagues to identify and support those most at risk. Using the Person Centred Framework for S&Ws, alongside local policies, procedures, and guidance, the role ensures that interventions are targeted, evidence-based, and responsive to individual needs. The position operates at a functional level, focused on professional practice and community engagement, without routine supervisory or management responsibilities.

Organisational Structure



Key Responsibilities and Deliverables:

- Plan, prepare and deliver community safety activity, in line with organisational policy and guidance, providing tailored advice, guidance and interventions to reduce risks relating to fire, water, road safety and wider vulnerabilities.
- Plan, prepare and deliver S&Ws Identify hazards using the Person Centred Framework, assess risk within the home, and determine appropriate interventions to reduce harm.
- Provide, install and test fire safety equipment, ensuring occupants understand its correct use and maintenance.
- Make referrals to internal teams and partner agencies to ensure timely and appropriate support for individuals at risk, including urgent and “threat to life” cases.
- Coordinate and manage referrals, supporting the effective delivery of S&W activity and raising issues where required.
- Support and advise Managers on prevention activity, ensuring a consistent approach aligned to policy, local priorities and the Community Risk Management Plan (CRMP).
- Work collaboratively with colleagues across service delivery to maintain awareness of activity, support joint initiatives and ensure consistent service delivery.
- Build and maintain effective relationships with internal colleagues, partner agencies and community organisations to support prevention priorities and targeted interventions.
- On occasion attend and contribute to multi-agency and partnership meetings, supporting joint working and the development of local initiatives.
- Analyse data and local intelligence to identify at-risk individuals and communities, targeting interventions where they will have the greatest impact.
- Promote inclusive engagement by working with diverse communities, identifying barriers to access and supporting improvements in service delivery.
- Maintain accurate records in line with data protection and safeguarding requirements, ensuring confidentiality and appropriate information sharing.

- Continue professional development to remain current on emerging risks, legislation and effective prevention strategies.
- Have a flexible approach to work locations to enable RBFPS to respond to emerging risks or trends

Person Specification

Qualifications and training	On recruitment	After Training
Safeguarding levels 1&2		X
IOSH – Working Safely		X
De-escalation training		X
Hold and maintain a current UK driving licence	X	

Knowledge, skills and experience	On recruitment	After Training
Apply and work within relevant legislation and guidance, including health and safety, safeguarding, data protection, sustainability, and equality, diversity and inclusion	X	
Demonstrates the ability to build and maintain effective working relationships with both internal colleagues and external partners, supporting collaborative and productive team working.	X	
Communicates clearly and confidently with a wide range of audiences, adapting style, language and approach to ensure messages are understood and delivered effectively in different contexts	X	
Deliver Home Fire Safety Visits using the Person Centred Framework, and in line with local policies, procedures and organisational guidance		X
Understand and respond to the needs of diverse communities, adapting approaches to effectively engage individuals and influence safer behaviours		X
Identify and manage risks to personal and colleague safety during visits, applying appropriate control measures		X
Assess fire risk in the home by considering person, behavioural and environmental factors, including health, lifestyle and property conditions		X
Recognise common and emerging fire risks, and apply evidence-based interventions to reduce harm		X
Able to work unsupervised and prioritise tasks to meet deadlines	X	

Work collaboratively with internal teams and external agencies, understanding professional boundaries and making appropriate referrals or signposting		X
Maintain accurate, secure and compliant record keeping and information sharing, in line with organisational and data protection requirements	X	
Ability to deliver presentations to small or medium sized groups	X	
Demonstrate professional behaviours including integrity, inclusivity, accountability, effective communication, continuous learning, and a strong commitment to safety and community wellbeing	X	

Other Requirements

Ability to travel to other locations within the county of Berkshire

Flexible approach to working hours and attendance and ability to attend meetings out of hours on occasion.

RBFRS Behaviours

The Behavioural Competency Framework outlines the standards that we already hold ourselves to and sets out the behaviours that are associated with our core values. These have been divided into three levels in the organisation based on the role an individual is performing - Leading Self, Leading Others and Leading the Service.

This level this role operates is **Leading Yourself**

Leading Yourself (Behaviours for Everyone)

Safe	We are a service where our health, safety and wellbeing is a shared responsibility. Speaking up, looking out for each other, and holding high standards are how we keep our people and communities safe.
Supportive	We are a service where support isn't just about words, it's about action. Looking out for each other, sharing knowledge, and working together make us stronger.
Inclusive	We are a service where inclusion is a shared responsibility. It's not about making everyone the same, it's about making sure everyone feels like they belong, is treated fairly and has a voice. Inclusion happens through everyday actions, not just policies.

Leading Others (Behaviours for those who Manage/Influence Others)

Safe	We set the tone for a safe and professional environment. Whether we lead a team directly or influence others across the service, we create an environment where people feel confident speaking up, take responsibility, and support each other to maintain a working environment that feels safe for all.
Supportive	We create a working environment where people feel supported practically, emotionally and in their development. Whether leading a team or influencing others, we create supportive places and encourage personal and professional development.
Inclusive	We create a working environment where everyone is valued, respected, and able to contribute. Inclusion isn't just about policies, it's about what we do every

	day. We take responsibility for leading in a way that lets people know they belong.
Leading the Service (Behaviours for those in Senior Management Positions)	
Safe	The way we lead, the decisions we make, and the culture we shape, result in everyone feeling safe to do their best work. Safety isn't just about policies and procedures; it's about building trust and the confidence to speak up and act.
Supportive	We lead in a way that strengthens our service for the long term, supporting our workforce and the communities we serve. How we lead shapes the conditions for people to thrive and the impact we have beyond our own teams.
Inclusive	As senior leaders, we set the standard and remove the barriers. People's experience of our service is shaped at the top. The way we lead determines whether inclusion is something people feel in their day-to-day, or just something we talk about. It's our job to make sure it's real, measurable, and built into how we operate.

Profile prepared by:	AM Prevention and Protection		
Approved by:	AM Prevention and Protection		
Profile Effective from:		Last reviewed:	September 2026
Post holder name:		Signature:	
		Date:	