



CAMBRIDGESHIRE
FIRE & RESCUE SERVICE

**MAKE A
DIFFERENCE.**

**BE THE
DIFFERENCE.**

**COMMUNITY SAFETY OFFICER
FIXED TERM CONTRACT - 6 MONTHS**

**PREVENT
PROTECT
RESPOND**

A message from our **Chief Fire Officer**



Thank you for considering a role with Cambridgeshire Fire and Rescue Service.

At CFRS, our purpose is simple and meaningful: to protect, prevent, and respond. Whether you're working on the frontline or in a professional support role, this shared mission connects every member of our team. It's what drives us to keep communities safe, reduce risk, and be there when it matters most.

Being part of CFRS, regardless of the role you play, is more than responding to emergencies. It's about making a difference every day, being part of something bigger and contributing to a Service that people trust and value.

We're proud of the culture we've built. In our most recent engagement survey, 88% of our people said they're proud to work for CFRS, and 84% agreed that everyone is welcome. Our teams describe the organisation as welcoming, supportive, and inclusive and we work hard to make that a reality, every day, for everyone.

People join CFRS for different reasons - whether it's a desire to help others, give back to the community, develop new skills, or be part of a close-knit team. Whatever your motivation, you'll find a place here where your contribution matters and where you're supported to grow and thrive.

If you share our commitment to protecting people, preventing harm, and responding with care and professionalism, we'd be proud to have you as part of our team.

Matthew Warren

A handwritten signature in black ink, appearing to read 'Matthew Warren'. The signature is fluid and cursive, written over a light grey background.

Chief Fire Officer

Our values

Being part of CFRS means joining a team that cares - about the work we do, the people we serve, and each other.

Our Service Values of Welcoming, Respectful and Professional are not just words. They shape how we treat one another, how we serve our communities, and how we carry out our work each day.

We welcome difference, treat people with respect, and take pride in doing things properly. Whether you're responding to an emergency, delivering fire prevention advice, or supporting others behind the scenes, these values guide how we protect people, prevent harm, and respond when it matters most.

If our values connect with you and you're looking for a career where your contribution matters, you'll thrive in a role that's built on trust, respect, and purpose.

Values and Behaviours



 Welcoming	 Respectful	 Professional
I am welcoming and inclusive.	I treat everyone with dignity and respect.	I always act with integrity and am accountable for my behaviour, actions and words.
I consider and support my colleagues' wellbeing.	I embrace diversity and difference.	I communicate clearly and listen attentively.
I appropriately address language and behaviours that are not in line with our values.	I am mindful of my impact on others.	I am open and receptive to feedback.

What we do

At CFRS, our purpose is clear and powerful: to protect people, prevent harm and respond when we're needed most. It's more than a saying - it shapes everything we do.

- Protect – We work with our communities to identify and reduce risks, safeguard vulnerable people, and support resilience across homes, businesses, and public spaces.
- Prevent – Through education and outreach, we aim to stop incidents before they happen - from fire safety visits to road safety campaigns and community engagement.
- Respond – When emergencies do happen, we act swiftly and professionally - whether it's fires, road traffic collisions, floods, or other incidents.

This purpose unites everyone at CFRS - from firefighters on the frontline to those behind the scenes. No matter your role, you'll be helping to deliver a trusted public service that saves lives, reduces harm, and supports our communities to thrive.

Prevent

We're always available to respond if there's an emergency, but our work focuses on stopping fires from happening in the first place. Our community safety work is a priority and we help those most at risk of a fire in the home.

Protect

It's not just in the home where fire safety is important. All non-domestic premises by law must have fire risk assessments carried out by the owners or a responsible person. This is to ensure that employees and any visitors are as protected as they can be from fire and that they could evacuate safely.

Respond

Our crews of highly trained firefighters are ready to respond when needed - not just to fires, but to a wide range of emergencies. Each year, we attend around 1,500 fires, 400 road traffic collisions, and over 600 other incidents, including flooding, animal rescues, chemical spills, and water rescues.



JOB ADVERT: **COMMUNITY SAFETY OFFICER**

£31,537 - £33,699 per annum

37 hrs per week

Contract type: 6 Month Fixed Term

Location: To be agreed on appointment - home location will be taken into account. Please note this role requires travel across the county.

About the Role

Are you passionate about making a real difference in your community? Cambridgeshire Fire and Rescue Service is looking for a dedicated Community Safety Officer to help improve safety and wellbeing across the county. You'll work closely with fire service personnel and local partners to deliver Home Fire Safety Visits, support vulnerable residents, and promote positive change through education and advice.

In this role, you'll have the opportunity to:

- Conduct multi-agency home visits to identify and reduce risks
- Collaborate with a wide range of partners to safeguard those most in need
- Support and mentor new Community Safety Officers during their induction
- Work independently across Cambridgeshire, with flexibility to provide cover where needed
- Contribute to evaluating the effectiveness of community safety initiatives
- If you're committed to enhancing the quality of life for others and enjoy working as part of a supportive team, we'd love to hear from you. This is an exciting opportunity to work in an agile, dynamic environment, supporting a service that truly impacts the community.

About You

We welcome applications from all backgrounds and experiences but ideally, we're after someone who possesses the following knowledge, skills and experience:

- Ability to proactively and effectively identify training needs.
- Ability to develop and deliver captivating training packages to a variety of audiences.
- Ability to be innovative/creative in developing community initiatives.
- Good presentation skills with experience of presenting information to groups.
- Excellent planning and organisational skills.
- Self-motivated with the ability to work with minimal supervision to achieve targets and meet deadlines.
- Basic level of computer literacy (ability to use e-mail, databases and the internet as a minimum).
- Ability to communicate orally and in writing in a clear, concise and articulate way.
- Ability to establish effective professional links with other agencies and multi-cultural groups.
- Ability to work effectively within a team environment.
- Flexible approach with the ability to work at any location in the county and outside of normal working hours when required
- Previous experience of the safeguarding remit within a current or previous job role

JOB DESCRIPTION: **COMMUNITY SAFETY OFFICER**

Responsible to: TBC

Responsible for: No line management responsibilities

Job Purpose:

To deliver Community Safety initiatives to the residents of Cambridgeshire, working in partnership with fire service personnel and community-based organisations to enhance quality of life, save lives and help Cambridgeshire Fire and Rescue Service (CFRS) achieve Community Fire Safety targets.

Main Duties & Accountabilities

- To promote and advise on community safety and the wider determinants of health and wellbeing, through the delivery of Home Fire Safety Visit's (HFSV's), contributing to improved outcomes for the most vulnerable.
- Being flexible and responding to HFSV referrals from external agencies, as needed.
- Undertaking multi-agency holistic HFSV's to identify complex risks and provide specialist solutions to safeguard those most in need.
- Providing education and advice on the best interventions to reduce risks and to change behaviours
- Enable learning and development opportunities for new Community Safety Officers (CSO's); training on CFRS systems and ways of working, providing shadowing opportunities and offering guidance and support during their induction and probation.
- Proactively engage with key partners and stakeholders to secure opportunities for vulnerable residents, working collaboratively and in partnership.
- Lone working across Cambridgeshire, providing cover as needed in other locations and responding to the needs of Cambridgeshire residents.
- Building strong cohesive relationships with a remote team of CSO's, supporting one another with complex caseloads and the needs of a diverse county.
- Contribute to the development and implementation of evaluation systems that monitor the effectiveness of Service Community Fire Safety initiatives.
- Provide a timely response to all community fire safety and, where appropriate, co-ordinate and implement the arrangement of meetings and visits in co-operation with the local Community Safety team.
- Identify clear referral pathways to engage with vulnerable people and make every contact count in the collaborative delivery of interventions.
- Support and promote the CFRS's health and safety policy and procedures to maintain a safe and healthy working environment.
- Support and promote the CFRS's Fairness at Work policy and procedures to ensure fairness in employment and service delivery.
- Undertake any other duties commensurate with the grade of the post.

JOB DESCRIPTION: **COMMUNITY SAFETY OFFICER**



CORPORATE ACCOUNTABILITIES (applicable to all personnel)

Equality, Diversity and Inclusion & Safeguarding

- Support and promote the Service's statement, policies and procedures on Safeguarding, Equality and Inclusion in employment and service delivery.

Health, Safety and Risk

- Ensure that health, safety and risk issues are factored into all areas of activity
- Support and promote the Service's Health and Safety policies and procedures to maintain a safe and healthy working environment.

Personal Development

- Responsible for updating own practices and professional knowledge.
- Undertaking personal development activities as agreed with line manager.

General

- To undertake such other duties as may be required from time to time, commensurate with the grade and positioning of the post.

OTHER GENERAL REQUIREMENTS OF THE JOB

CPD

- The post holder must be willing to continuously develop their professional knowledge, experience and understanding.

TRAVEL

- Travelling across the county may be required to facilitate the effective delivery of the role and to participate in meetings etc.

Independently accredited
menopause friendly employer



PERSON SPECIFICATION: **COMMUNITY SAFETY OFFICER**



CORE COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
TRAINING	Ability to proactively and effectively identify training needs.	ü		Selection process.
	Ability to develop and deliver captivating training packages to a variety of audiences.	ü		Selection process.
	Ability to be innovative/creative in developing community initiatives.	ü		Selection process.
	Good presentation skills with experience of presenting information to groups.	ü		Application form and selection process
COMMUNITY SAFETY	Understanding of community education needs and/or initiatives.		ü	Selection process.
	Knowledge of fire safety legislation.		ü	Selection process.
	Experience of participating in community initiatives, ideally related to community fire safety		ü	Application form and selection process
ORGANISATIONAL	Experience of event organisation.		√	Application form and selection process.
	Excellent planning and organisational skills.	ü		Selection process.
	Self-motivated with the ability to work with minimal supervision to achieve targets and meet deadlines.	ü		Selection process.
INFORMATION TECHNOLOGY	Basic level of computer literacy (ability to use e-mail, databases and the internet as a minimum).	ü		Selection process.
	Experience of producing presentations using Microsoft PowerPoint software.		ü	Application form and selection process.



PERSON SPECIFICATION: **COMMUNITY SAFETY OFFICER**



CORE COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
COMMUNICATION	Ability to communicate orally and in writing in a clear, concise and articulate way.	x		Selection process.
	Ability to establish effective professional links with other agencies and multi-cultural groups.	x		Selection process.
	Ability to work effectively within a team environment.	x		Selection process.
	Experience of working in a multi-cultural environment.		x	Application form and selection process.
	Experience of working in liaison with the media.		x	Application form and selection process.
	Ability to communicate with speakers of other language(s), ideally those represented in Cambridgeshire and Peterborough's communities		x	Application form and selection process.
GENERAL	Flexible approach with the ability to work at any location in the county and outside of normal working hours when required	x		Selection process.
	Full, current driving licence*	x		Application form.
	Ability to climb a step ladder (fitting of fire alarms) **	x		Selection Process
	Successful applicants will be required to complete a standard or enhanced Disclosure and Barring Service (DBS) check as part of the pre-employment checks	x		

*Reasonable adjustment will be made for those candidates who may have a disability under the Equality Act 2010. However, it is essential that the successful candidate can travel to any part of the county when required.

**Employment will be subject to successfully passing a step ladder assessment. Please discuss with us in advance if you feel that you would require any reasonable adjustments.



Terms & Conditions



The salary scale and conditions of service are determined by collective agreements covering Local Government employees made at the National Joint Council, Eastern Provincial Council and locally between this Authority and the recognised unions, and as supplemented by the decisions of the Authority.

Location

Location to be agreed on appointment - home location will be taken into account. Please note this role requires travel across the county.

Salary

£31,537 - £33,699 pa plus excellent benefits

Payment is normally made 7 days before the last working day of the month by BACS transfer to your bank or building society account.

Type of Contract

Fixed Term for 6 months

Hours

37 hours per week

A flexible approach can be taken when making local agreements around working hours. This will be agreed with the line manager.

Probation Period

There is usually a probationary period of 6 months

Offer Subject to

Completion of Medical Questionnaire/Medical Examination.

Receipt of references satisfactory to the Authority.

Evidence of right to work in the UK (including Settled Status or Pre-Settled Status for most EU citizens)

Requirement to complete a standard or enhanced Disclosure and Barring Service (DBS) check



Terms & Conditions cont.



Pension

Membership of the Local Government Pension Scheme, this is funded by contributions both from you and the Fire Authority. Your contribution is dependent upon salary and will be between 5.5% and 7.5% of your salary. Transfer of contributions from previous employment is possible under certain circumstances. You will receive an explanatory booklet if appointed

Annual Leave

The annual leave year runs from 1 April to 31 March. The leave entitlement for full time staff is 24 days per annum; annual leave for part-time staff is given on a pro-rata basis. If you are new to local government your entitlement in your first year will be calculated on a pro rata basis. After five years Local Government Service you will be entitled to five extra days' annual leave. After 10- and 15-years' service in this Service you will receive an extra 1 day of annual leave, giving a maximum of 30 days. In addition, you will receive paid leave on eight public holidays if you normally work on that day (pro-rata for part-time employees).

Other leave: Special leave arrangements exist covering bereavement, nursing sick relatives, adoption, paternity, maternity and parental leave, and jury service. Subject to operational requirements special leave arrangements also exist covering certain public duties, e.g. magistrate, school governor, etc.

Sickness

The Authority operates a nationally agreed scheme, which provides for varying periods of sickness absence on full pay followed by half pay, according to the length of recognised continuous Local Government service. There is a minimum of one month on full pay and one month on half pay, rising to a maximum of six months on full pay and six months on half pay after five years' service.

Training & Development

Training and Development has a high priority in the Authority. It is seen as a continuous process and you will be encouraged to develop relevant skills. You may be offered financial or other assistance where appropriate and subject to affordability

Equal Opportunities

The Fire Authority is committed to providing equality of opportunity in employment and service provision.



Thank you for your interest in joining Cambridgeshire Fire and Rescue Service.

We're proud to be a Service that values dignity, respect, and equal opportunity for all. If you have any conditions - whether diagnosed or not - that may affect any part of the recruitment process, please let us know. This could include physical or mental health conditions, or anything related to neurodiversity.

Sharing this information is completely confidential and will not affect how your application is assessed. It simply helps us ensure that any reasonable adjustments can be made to support you through the process.

If you're successful, you won't just be joining a Service - you'll be joining a team that makes a real difference every day.

We wish you the very best of luck.

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**CAMBRIDGESHIRE
FIRE & RESCUE SERVICE**
Working together to improve community safety