



CAMBRIDGESHIRE  
FIRE & RESCUE SERVICE

**MAKE A  
DIFFERENCE.**

**BE THE  
DIFFERENCE.**

**SAFEGUARDING COORDINATOR**

**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



 <b>Welcoming</b>	 <b>Respectful</b>	 <b>Professional</b>
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: **Safeguarding Coordinator**



**£23,266 - £24,569 pa**

**25 hours per week**

**12 months Fixed Term Contract**

**Location: Huntingdon**

Hybrid Working - we offer a flexible, agile, hybrid working pattern where you can work from home, as well as from Cambridgeshire Fire & Rescue Service and other locations around Cambridgeshire. This role has a requirement to work a minimum of three days per week in the office.

## **About the Role**

This is an exciting opportunity to join us in a key safeguarding support role. You will help manage safeguarding referrals, monitor the safeguarding mailbox, and coordinate information with internal teams and partner agencies such as Police, Housing, and Social Care. The role involves assessing and processing referral information, maintaining accurate records, and supporting the coordination of Safe and Well visits to help protect vulnerable members of the community.

You will also support safeguarding compliance across the organisation by coordinating training for staff and volunteers and administering Disclosure and Barring Service (DBS) Check processes. Working closely with colleagues and safeguarding partners including Essex County Fire and Rescue Service, you will contribute to reporting, data monitoring, and the ongoing development of strong safeguarding practice across the service.

## **About You**

We welcome applications from all backgrounds and experiences, but the ideal person will have:

- Good level of Maths and English to GCSE or equivalent standard
- Possess Safeguarding Level 1 and Level 2
- Broad understanding of safeguarding legislation and guidance
- Ability to communicate sensitive information, both orally and in writing, in a clear, concise and articulate way to a wide range of audiences
- Good ICT skills and knowledge of Microsoft Office
- Excellent planning and organisational skills with the ability to multi-task and work on a variety of projects simultaneously
- Current working knowledge of appropriate safeguarding legislation including both Children Act 1989 and Care Act 2014
- Experience of analysis and report writing
- An understanding of safeguarding referral visits and associated report writing
- Previous experience in delivering training
- Commitment to maintaining confidentiality and commercially sensitive information
- Commitment and ability to deliver customer focused services
- Flexible approach with the ability to work at any location in Cambridgeshire including some weekday evenings (time can be taken back). On occasion you will be required to travel to Essex FRS for meetings and training\*
- Full current driving licence\* (\*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.)



# JOB DESCRIPTION: **Safeguarding Coordinator**



**DIRECTORATE: People Group**

**ROLE: Safeguarding Coordinator**

**Responsible to: CFRS Assistant Director – People (or deputies e.g. People Manager, L&OD Manager)**

**Responsible for: No line-management responsibility**

## **Job Purpose:**

To work within Safeguarding, reporting directly to the CFRS Assistant Director – People (or deputies e.g. People Manager, L&OD Manager). Processing and providing advice, support and guidance for safeguarding referrals. Coordinating the production and sharing of reports and data as and when required.

Completing the administration of DBS checks with the People Team, delivering basic safeguarding training to employees and volunteers, attending meetings both internally and externally and processing relevant information to both internal and external stakeholders. Providing support to CFRS and our safeguarding collaboration partners at Essex FRS who provide safeguarding leadership.

## **Main Duties & Accountabilities**

- Monitor the safeguarding mailbox and respond to partner agencies on any queries raised. This includes risk assessing internal safeguarding referral forms and sharing standard information with external agencies where appropriate, and ensuring internal databases are updated accordingly.
- Administer case reporting, data overviews and threshold assessments for key partner agencies and CFRS.
- Represent CFRS at practitioner meetings when required sharing information and intelligence.
- Report to the CFRS Assistant Director-People and EFRS Head of Safeguarding progression in terms of good practice learning from both local and regional NFCC safeguarding and implement as directed, across the organisation. This ensures that the Self- Assessment framework is kept up to date, and where gap analysis tools are utilised they are shared with the CFRS Assistant Director-People and EFRS Head of Safeguarding.
- Triage internal and external safeguarding referral forms and liaise with BSG and the Community Safety Team to administer and book Safe and Well visits for vulnerable people within the community advising on the timeframes required.
- Support employees and volunteers working for CFRS to complete the relevant level of safeguarding training required for their role. Provide update reports on training logs regularly or as required.
- Administration of DBS check applications. This includes gathering ID documents, liaising with the Safeguarding, Recruitment and the People Team whilst updating records are to ensure all employee's and volunteers have the relevant level DBS check and it is in date.
- Attend regular professional supervision training and complete tasks and objectives set by EFRS Head of Safeguarding (or deputy Safeguarding Manager).
- Work collaboratively and communicate with other internal departments within CFRS and external agencies such as Police, Housing and Social Care.
- Coordinating the production and sharing of reports and data as and when required. This will include gathering of data which evidences the number of safeguarding referrals submitted and allows the service to identify trends.





## **CORPORATE ACCOUNTABILITIES (applicable to all personnel)**

### **Equality, Diversity and Inclusion & Safeguarding**

Support and promote the Service's statement, policies and procedures on Safeguarding, Equality, Diversity 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.

### **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.



# PERSON SPECIFICATION: SAFEGUARDING COORDINATOR



Core Competencies	Criteria	Essential	Desirable	Measurement
Qualifications / Education	Good level of Maths and English to GCSE or equivalent standard	X		Application Form
	Safeguarding Level 1 and Level 2	X		Application Form
Skills / Abilities	Broad understanding of safeguarding legislation and guidance	X		Application form and selection
	Knowledge of community safety engagement		X	Application form and selection
	Ability to proactively and effectively identify training needs for self and		X	Application form and selection
	Ability to communicate sensitive information, both orally and in	X		Application form and selection
	Good ICT skills and knowledge of Microsoft Office	X		Application form
	Excellent planning and organisational skills with the ability to multi-task and work on a variety of projects simultaneously	X		Application form and selection process
	Ability to establish effective professional links with other agencies and partnership groups	X		Selection process
	Ability to communicate with speakers of other languages, ideally those represented in Cambridgeshire and Peterborough communities and establish effective links		X	Application form and selection process
Experience / Knowledge	Working current knowledge of appropriate safeguarding legislation including both Children Act 1989 and Care Act 2014	X		Application form and selection process
	Experience of analysis and report writing	X		Application form and selection process



# PERSON SPECIFICATION: OPERATIONAL POLICY OFFICER



Core Competencies	Criteria	Essential	Desirable	Measurement
Experience / Knowledge	An understanding of safeguarding referral visits and associated report writing	X		Application form and selection process
	Previous experience in delivering training	X		Application form and selection process
General	Ability to work effectively, independently and within a collaborative team environment	X		Selection process
	Flexible approach with the ability to work at any location in Cambridgeshire including some weekday evenings (time can be taken back) and travel to Essex FRS for meetings and training*	X		Application form and selection process
	Commitment to maintaining confidentiality and commercially sensitive information	X		Application form and selection process
	Commitment and ability to deliver customer focused services	X		Application form and selection process
	Self-motivated with the ability to work with minimal supervision to achieve targets and meet deadlines	X		Selection process
	Full current driving licence	X		Application form
	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		Pre-employment checks

\*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



# 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**

The successful applicant will be based in Huntingdon but will be required to travel to other sites in Cambridgeshire and out of County.

## **Salary**

£23,266 - £24,569 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**

12 month Fixed Term Contract

## **Hours**

25 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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*Working together to improve community safety*