West Yorkshire Fire & Rescue Service

Job Description.

**Post Title:** **Community Resilience Officer (West Yorkshire Resilience Forum)**

**Grade: Grade 6.**

**Responsible To: West Yorkshire Resilience Forum Manager**

**Purpose Of Post: To lead and coordinate a West Yorkshire approach to support our communtiies to become more resilient to local emergencies.**

# Organisational chart.

# Main duties and responsibilities of the role.

1. Provide advice and training to support the involvement of communities within the structures of the West Yorkshire Resilience Forum and wider resilience activity. Negotiate and cooperate at a senior level with Category 1 and Category 2 responders to develop and embed mechanisms that contribute towards ‘whole of society resilience’.
2. Through regular liaisonwith community leaders and voluntary, community and faith sector organisations partnered with the West Yorkshire Resilience Forum, ensure that their priorities and aspirations for involvement in resilience activity is understood and incorporated into multi-agency plans and activities in collaboration with these groups and the communities they represent.
3. Responsible for and management of the delivery of practical activites to support identified objectives. This may include coordinating working groups, the development of resources, organising and supporting community events and exercises, delivery of training to communities and statutory sector staff and the communication of community resilience project activities to a wider audience.
4. Advocate for the role communities play in resilience building and support the direct involvement of community representatives with the work and structuresof the West Yorkshire Resilience Forum.
5. Support the communities of West Yorkshire with understanding the risks identified within the Community Risk Resgister and encourage their incorporation into emergency plans held by community groups and provide the West Yorkshire Resilience Forum Risk and Capabilities Subgroup with an understanding of community perceptions of risk.
6. Assist, support and act as the community conduit in the critical response to planned and spontaneous events to include Strategic and Tactical Coordinating Group meetings, National Exercises and Partnership Projects, providing support and advice on community involvement.
7. To work in coordination with the Co-chairs of the West Yorkshire Prepared Voluntary, Community and Faith Sector Organisations subgroup to support, engage and build resilience relationships with local, regional and national voluntary, community and faith sector groups. Support the delivery of the subgroup’s objectives and work activity
8. Responsible for understanding existing community resilience interventions in place across West Yorkshire and making recommendations for future development and the mainstreaming of those interventions already in place.
9. Establish and manage the creation and development of community resilience data collections systems, analysing the data received to support the business case for community resilienbce, including vulnerable persons database development.

# Organisational wide responsibilities.

1. Adherence to the[**NFCC Core Code of Ethics**](https://nfcc.org.uk/our-services/people-programme/core-code-of-ethics/%20Services%20England.pdf)and[**West Yorkshire Fire Service Values**](https://www.westyorksfire.gov.uk/sites/default/files/2023-03/WYFRS%20Core%20Values%20June22.pdf).

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1. To implement and promote the Authority’s:

* Health and Safety policies.
* Equality and Diversity policies.
* Information Security Management System policies.
* Safeguarding policies.
* Business continuity policy and contingency arrangements.
* Policies related to General Data Protection Regulation and Data Protection Act 2018.
* Commitment to maintaining our Customer Service expectations.

1. A satisfactory Standard Disclosure and Barring check is required for the role.
2. This post has been designated a hybrid working post which means the postholder’s working time will be split between the workplace and home. The actual pattern and number of days at each will be agreed locally with the line manager and will be determined based on the service needs.

# Skills and experience requirements for this role

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria** (i.e. items you must be able to do from day one to be able to do the job), **identified as ‘Application’ in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as ‘Application’, will be shortlisted, i.e. criteria you need to do the job, but which could be learnt during training.

**Please list or number the** competency criteria below against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

There may be some criteria that are identified through ‘Selection Process’ only. **You will only be assessed on these criteria during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

|  | **Experience.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Experience of working directly with Voluntary, Community and Faith Sector organisations and/or community groups. | Essential. | Application & Selection Process. |
|  | Experience of supporting the involvement of Voluntary, Community and Faith Sector organisations and/or community groups in strategic partnership. | Desirable. | Application & Selection Process. |

|  | **Education and Training.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Computer literate with experience and ability to use Microsoft Office and other IT databases. | Essential. | Application. |

|  | **Special knowledge and skills.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Ability to demonstrate a high level of interpersonal and communication skills, both written and verbal, including good presentation skills. | Essential. | Application. |
|  | Proven research, analysis, organisation and report writing skills. | Essential. | Application. |
|  | Ability to work with conflicting priorities and manage own workload. | Essential. | Application. |
|  | A working knowledge of legislation, policies and procedures including the Civil Contingencies Act 2004 and the West Yorkshire Resilience Forum partnership. | Desirable. | Application. |
|  | Should be prepared to work at other locations within West Yorkshire and at partner organisation location both regionally and nationally. | Essential. | Application. |
|  | A flexible approach to working hours in order to accommodate the planning and management of a variety of events. This may include occasional ad-hoc evening and/or weekend working. | Essential. | Application & Selection Process. |
|  | Willingness and ability to undertake and successfully pass vetting to Security Clearance level. | Essential. | Application. |
|  | To hold and maintain a current full UK valid car driving licence. | Desirable. | Application. |
|  | Has access to own vehicle, is prepared to use this for business purposes for both travel both within the County and nationally as required. | Desirable. | Application. |
|  | Demonstrate commitment to and understanding of Equality & Diversity, NFCC Core Code of Ethics and WYFRS values. | Essential. | Selection Process only. |

Job Description last updated: **August 2025.**