



SFRS YOUTH VOLUNTEER SCHEME - VOLUNTEER YOUTH INSTRUCTOR

VACANCY REF:	SFRS02666
CONTRACT STATUS:	Volunteer
TERM:	Up to 3 years (minimum of 6 months)
LOCATION:	Various Locations across Scotland
HOURS:	1 evening a week for 3 hours with occasional weekend activity

The Volunteer Information Pack is designed to provide you with as much information as possible, relevant to the role of Volunteer Youth Instructor for the SFRS Youth Volunteer Scheme and the volunteer selection process aligned to it.

Our selection processes have been designed to promote equality of opportunity for all. As such we will ensure that all applicants that declare a disability and/or Specific Learning Difference (SpLD), who meet the minimum criteria for the role will be invited to attend for interview.

If you have any further questions, please contact the Prevention and Protection Team by emailing sfrs.youthengagement@firescotland.gov.uk



THE SCOTTISH FIRE AND RESCUE SERVICE

The Scottish Fire and Rescue Service (SFRS) is the world's fourth largest fire and rescue service.

The Service was established on 1 April 2013, bringing together the collective skills and experience from across Scotland's previous eight Fire and Rescue Services.

Now, as national organisation we deliver our front-line services locally across the 3 Service Delivery Areas (SDA's) in the North, East and West of Scotland. More information about the SDA's, including maps showing area coverage, can be found by clicking on the links detailed below:

[North Service Delivery Area](#)

[East Service Delivery Area](#)

[West Service Delivery Area](#)

Our high service standards have demanded an ever-increasing commitment to development and our uniformed colleagues continue to be amongst the best equipped and most highly trained in the world.

There are approximately 8,000 staff who make up the Scottish Fire and Rescue Service. These people are our greatest asset.

We do so much more than prevent and control fires, responding to many different emergency incidents; road traffic collisions, rope rescue, water rescue, hazardous materials and flooding as well as assisting our partner agencies to keep our communities safe.

Our role starts long before any 999 call is made and we work closely with our key partners right across Scotland to deliver crucial fire safety messages and create safer communities for our people.

Our high service standards demand an ever-increasing commitment to development and our firefighters continue to be amongst the best equipped and most highly trained in the world.

As well as front-line Service Delivery roles, our uniformed roles can span into Directorate functions such as Training Safety and Assurance, People Communications and Engagement, and Prevention. One of such roles is that of the Volunteer Youth Instructor who will support the Local Scheme Co-ordinator of the SFRS Youth Volunteer Scheme (YVS).

The SFRS YVS will strengthen and build on the SFRS Youth Engagement work and Youth Employment Strategy, aligning with the Scottish Governments agenda and priorities in terms of working with children and young people.

YVS will promote citizenship, health and wellbeing and develop young people on a wide range of social skills with a community focus. It will highlight opportunities for young people to volunteer within their communities whilst assisting them to make positive choices as they emerge into adulthood. The programme will demonstrate various roles required within the SFRS increasing capacity for further learning and employability.

Why Volunteer?

Volunteering can be an excellent way of gaining new skills or developing talents and knowledge you already have. For some it's an opportunity to give something back to the local community, or to make a difference for young people. It is also a way of gaining transferable skills which will benefit you in your career. Above all it's a great way to have fun and meet new people.

Working alongside other people, volunteers and SFRS staff at your local fire station, you will support young people to develop teamwork and leadership skills and have an opportunity for self-development in a new environment.

For most people taking part in volunteering projects is about 'giving something back', socialising and making new friends, or getting to know the local community. Others enjoy being a valued member of a team, giving quality time away from work or a busy lifestyle and knowing they are making a difference to the lives of young people. As well as getting involved in projects that provide you with wide and varied experience, volunteering with us you can expect:

- Varied and rewarding activities,
- Excellent training and development opportunities
- The potential to engage with our widely diverse workforce and visit various locations across Scotland
- To be a part of and contribute to a service that is committed to strengthening its place in communities, supporting public life and better outcomes for local communities.

By working together and delivering on the aims of reform, we will reduce the risk to our communities and make Scotland a safer place

ROLE PROFILE

ROLE: SFRS Youth Volunteer Scheme – Volunteer Youth Instructor

LOCATION: Various across Scotland

DEPARTMENT: Protection, Prevention

RESPONSIBLE TO: SFRS Youth Volunteer Local Scheme Co-ordinator

N.B. Please note that whilst this role profile is indicative of the nature and level of responsibilities associated with this role, it will be subject to change as the role evolves.

ROLE OVERVIEW

Volunteer Youth Instructors will support the delivery of the SFRS Youth Volunteer Scheme. They will provide support, guidance, encouragement and advice to young people whilst developing their skills and knowledge.

They will engage with and mentor young people to become successful learners, confident individuals, responsible citizens and effective contributors and be sufficiently equipped with improved life skills. They will also ensure that young people have a practical understanding of the SFRS and are able to play supportive roles in preventative community safety by developing positive peer relationships.

KEY CONTACTS

In the course of their duties, Volunteer Youth Instructors will be required to engage with Local Scheme Coordinators. In addition to this, Volunteer Youth Instructors may be required to engage with the following key contacts:

- RDS/Vol Support Watch Commanders
- Station Commanders
- Local Community Action Team
- The Prevention and Protection directorate
- External Agencies, e.g. Community Partners/Groups

KEY RESPONSIBILITIES

- Contribute to the aims and outcomes of SFRS Youth Volunteer Scheme by supporting the Local Scheme Co-ordinator to deliver the programme to young people
- Support the selection of young people wanting to participate in the programme
- Provide support, guidance, encouragement and advice to young people as appropriate
- Contribute to learning events and facilitate personal development of young people and assist with the delivery of lessons plans and activities from the SFRS YVS syllabus
- Provide information on performance of young people to the Local Scheme Co-ordinator as required

- Monitor the attendance of young people and participation of young people in events and activities
- Communicate promptly and efficiently with Local Scheme Co-ordinators including raising any issues around timekeeping and availability
- Assist the Local Scheme Co-ordinator with general administrative tasks as required
- Ensure confidentiality and security of information is maintained during your time as a volunteer, or at any time afterwards, in line with the general data protection regulations
- Assist with managing the wellbeing of young people in line with the SFRS policies and procedures and reporting any observations or concerns
- Support and mentor newly appointed Volunteer Youth Instructors, Volunteers and colleagues sharing good practise where necessary
- Any other responsibility deemed appropriate by the LSO/P & P Directorate in support of the SFRS Youth Volunteer Scheme

What we are looking for

Essential Criteria

- Experience of working with young people in either a personal or professional capacity
- Ability to facilitate and support young peoples' progress towards achieving the goals of the programme
- Awareness of the challenges, issues and barriers that young people face across diverse communities
- An understanding of Health and Safety practices and processes
- An understanding of Child protection and wellbeing practices and processes
- High level of confidentiality awareness

Desirable Criteria

- Evidence of knowledge and understanding of current operational procedures
- An awareness of the benefits of working with communities
- Youth Work Qualification or working towards
- Basic ICT Skills

Post-Specific Criteria

- Applicants must meet the requirements of the Protecting of Vulnerable Groups Scheme prior to being signed up as volunteers and are expected to maintain this while they are volunteering
- Complete all relevant training courses for this role

YVS Local Schemes and Local Senior Officer Areas

We are currently seeking to fill vacancies across Scotland within the Local Senior Officer (LSO) areas highlighted below. Within the application, you will be asked to state the location for which you wish to be considered and the local area where you reside.

While we welcome applications at any time, **availability may vary by location**. If your preferred location does not currently have a vacancy, we may place your application on a **waiting list** and contact you as soon as a suitable position becomes available.

SERVICE DELIVERY AREA	LSO AREA	VACANCY LOCATION
East	Falkirk and West Lothian	Falkirk Livingston
	Clackmannanshire, Fife, Stirling	Alloa Methil
West	East, North and South Ayrshire	Kilwinning
	Argyll and Bute, East Dunbartonshire and West Dunbartonshire	Campbeltown Dumbarton Tobermory
	Lanarkshire	Coatbridge
	Dumfries and Galloway	Sanquhar
North	Aberdeen City, Aberdeenshire and Moray	Peterhead
	Perth and Kinross, Angus and Dundee	Dundee (Kingsway East)

STATEMENT OF EXPECTATIONS

ROLE	SFRS Youth Volunteer Scheme – Volunteer Youth Instructor
LOCATION	Various locations across Scotland
TIME COMMITMENT	3 hours/1 evening a week with occasional weekend activity

Induction and Training

Volunteers will be provided with induction and all training required to meet the responsibilities of the volunteer role.

Uniform and PPE

The SFRS will provide appropriate uniform, and PPE where required, on loan to volunteers whilst they undertake the volunteer role with SFRS. Uniform must be returned at the end of your time volunteering. All PPE provided must be kept at the fire station where the YVS takes place.

Expenses

The SFRS will reimburse any verifiable and approved (i.e. pre-agreed and receipted) out of pocket expenses in accordance with the procedures set out in the SFRS Travel and Subsistence policy.

Insurance

The SFRS will provide adequate insurance cover for volunteers whilst undertaking volunteer responsibilities approved and authorised by the SFRS.

SELECTION PROCESS

ONLINE APPLICATION

Your knowledge, skills, experience and qualifications will be considered as part of the application process. We would ask that you provide as much relevant detail as possible in support of your application.

DIVERSITY MONITORING FORM

The Scottish Fire and Rescue Service values diversity and we would encourage everyone who has the necessary skills and experience to apply. Information given on the diversity monitoring form will be treated in strictest confidence and will be retained for monitoring purposes.

It will be kept separately from your application form and will not be made available to those involved in the selection decision.

DISABILITY

Our selection processes are designed to promote equality of opportunity for all. We will ensure all applicants that declare a disability and/or Specific Learning Difference (SpLD), who meet the essential criteria for the role, will be invited to attend for interview.

“Essential criteria” means you must meet the essential criteria as detailed in the advert and role profile. This will be specific to each role, and may include relevant qualifications, skills or experience.

As part of the application, you will be given the opportunity to specify your disability/SpLD and outline any special requirements or reasonable adjustments.

NEXT STEPS

SHORTLISTING

Please be clear and specific about your skills and experience as only the most suitable applicants will be selected for interview based on the evidence provided in the application form.

INTERVIEW

If shortlisted, and you wish to proceed, you will be invited to attend an informal interview.

IF SUCCESSFUL

If successful, references will be requested and a PVG check undertaken.

Where the above outcomes are satisfactory you will be asked to complete a health declaration form.

If all the above are satisfactory, you will be formally invited to become a Scottish Fire and Rescue Service Youth Volunteer Instructor. At this stage you will be required to provide SFRS with your bank account details for expenses to be reimbursed.

INDUCTION

Once you have accepted the offer a local induction and national training will follow.

KEEPING IN TOUCH

We aim to keep you up to date on the progress of your application. All communication will be sent to the e-mail address provided by you on your application. Please ensure that you keep your personal details updated at all times and that you regularly check your e-mail account and spam folder.

SFRS applicants are reminded to use their personal email address to apply and not their SFRS account to ensure it is accessible at all times.

If you have any queries regarding the process, please contact the People Services Resourcing Team at SFRS.PODVacancies@firescotland.gov.uk