



**East Sussex**  
Fire & Rescue Service

# Community Volunteer Role Description

## **PURPOSE OF ROLE:**

To support East Sussex Fire and Rescue Service (ESFRS) in getting road and fire safety messages out to the local community and to participate in initiatives and campaigns in the local area.

## **KEY ACTIVITIES:**

Volunteers take part in a range of activities, including

- Acting as community engagement 'champions', spreading the word on fire and road safety amongst target groups ( e.g elderly, specific neighbourhoods) through a variety of means, such as attending events
- Targeted activities in the local area, including leaflet distribution, generating Home Safety Visit referrals (HSV). Attending station open days and community events
- Be a contact between ESFRS and other organisations by attending meetings and events and reporting information back to key personnel
- Contacting individuals and organisations who have had some contact with ESFRS to ask about their experiences
- Supporting ESFRS personnel to educate and inform on various Fire & Community Safety these throughout the year
- Distributing targeted information (letters and leaflets) to local communities and businesses
- Undertaking activities to help ESFRS keep its information sources up to date
- Other general community safety activities, especially in conjunction with partner agencies such as Sussex Police, local councils and health agencies

## **EXPERIENCE/SKILLS/QUALIFICATIONS REQUIRED FOR THE ROLE:**

- Good interpersonal skills and confidence when talking to the public
- The ability to acquire and develop (with training) a good understanding of fire and road safety issues and other community safety messages
- Ability to work well within a team and to follow instructions
- Commitment and reliability
- Volunteers must have full Community Volunteer uniforms (supplied)

## **SUPPORT AND TRAINING GIVEN:**

Volunteers will be given a briefing by the ESFRS person in charge and issued with guidance notes (if necessary) in advance. Volunteers will accompany staff to begin with and then if feasible, in pairs (with staff guidance). All volunteers will undertake any necessary checks at the appropriate level for their duties.

## **LOCATION:**

Volunteers will be linked to their local District or Borough: City of Brighton & Hove, Lewes District, Eastbourne, Wealden, Rother and Hastings. Travel expenses are payable.

## **TIME COMMITMENT:**

To be agreed with their allocated mentor, but a suggested average of 8 hours a month, at times to suit volunteer and the needs of ESFRS and Sussex Police.

Lunch expenses are payable if volunteering over 5 hours in one session. In addition to this, you will need to complete the initial induction and continuous training provided.

## **RESPONSIBLE TO:**

An identified ESFRS Mentor (e.g Crew Manager or Community Safety Advisor) on activities plus overall management of volunteers from Community Volunteer Scheme staff.

Community Volunteer Scheme  
Eastbourne Fire Station  
Community Safety Dept  
Whitley Road  
Eastbourne  
BN22 8LA  
01323 462438  
07950 877214

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[www.esfrs.org/communityvolunteers](http://www.esfrs.org/communityvolunteers)



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