

COMPASS

Job Description



Fire Safety Program Tutor & Risk Assessor



Compass are committed to ensuring that we provide equal opportunities for all our workers and that we provide a working environment that enables and encourages people to grow and develop in line with their own aspirations.

Job Title:

Fire Safety Program Tutor & Risk Assessor

Job Purpose:

To ensure high quality and standardised service delivery by tutors in accordance with any awarding body requirements..

The purpose of the Fire Safety Program Tutor and Risk Assessor position is to ensure the highest standards of fire safety across various organisations by combining expert training and thorough risk assessment. This dual-role position is designed to educate and empower individuals through targeted fire safety instruction, while also identifying and mitigating fire hazards within regulated environments. The role supports the development of safe practices and compliance with fire safety regulations by delivering comprehensive training programs as well as conducting detailed risk assessments and providing actionable recommendations to reduce fire risks and enhance overall safety.

Responsible to:

Program Lead

Working Hours:

Working days to be agreed.

Contract:

Full-time (37.5 hours per week)

Remuneration:

£40,000 - £45,000 per annum

Role Overview:

- Training course delivery – To deliver comprehensive fire safety training courses to a diverse range of learners. You will help design and develop course materials, ensuring they are up to date with current fire safety legislation and guidance. The role involves conducting interactive training sessions, workshops and practical exercises to equip learners with the knowledge and skills necessary for their role. Courses include, but are not limited to, the NEBOSH Certificate in Fire Safety, Level 3 Certificate in Fire Safety (Fire Auditors), Level 4 Certificate in Fire Safety (Fire Auditors), Level 4 Diploma in Fire Safety (Fire Inspectors). Delivery will be either face-to-face at a location to suit the customer or online.
- Conducting fire risk assessments – Conduct thorough fire risk assessments for various buildings and facilities to ensure compliance with fire safety legislation. You will be required to document findings in detailed reports, providing clear recommendations for risk mitigation, such as improvements to fire detection systems, emergency exits and suppression systems. You will collaborate with building owners, managers and other stakeholders to ensure all measures are practical, effective, and in line with current legal requirements.
- Participate in regular reviews of the curriculum/lesson plans/course materials/ eLearning platform
- Attend and participate in regular standardisation meetings to ensure consistently improving delivery
- Advise marketing team on any initiatives to promote wider business opportunities
- Assign and grade assignments and tasks using Onefile
- Carry out workplace H&S assurance visits for 16-17 year old learners
- Assist learners through their EPA journey
- Employer engagement
- Maintenance of CPD

General:

- Further the business interests of Compass wherever appropriate.
- Set a good example of business practice and always reflect a positive company image.
- Attend team and company meetings where required.

Knowledge and Training required:

- Specialist subject knowledge –
 - Level 4 Diploma in Fire Safety (Fire Inspectors) (Essential)
 - NEBOSH General Certificate (Desirable)
 - Member of an appropriate professional body (IFSM, IFE etc.)
- Have or be working towards Level 3 teaching qualification
- Good personal presentation and professional demeanour.
- Good IT skills are essential and a strong knowledge of Microsoft packages.
- Strong organisational and excellent communication skills.
- Good timekeeping and attendance record