

FireSmart™ Neighbourhood Recognition Program (NRP) Specialist

Role Description

Role Level 2:

Neighbourhood Recognition Program (NRP) Specialist

Purpose:

The NRP Specialist is responsible for coordinating and supporting all elements of the FireSmart Canada Neighbourhood Recognition Program (NRP) for their local area.

Supporting residents and neighbourhoods to participate in all aspects of the NRP and its specific requirements, including but not limited to: building a relationship with a Neighbourhood Champion and helping them to form a FireSmart Neighbourhood Committee, completing the Neighbourhood Wildland Fire Hazard Assessment, assisting in the development of a Neighbourhood FireSmart Mitigation Plan, working with the neighbourhoods to hold annual FireSmart events, applying for Recognition, and Renewing Annually.

Responsibilities and activities:

- 1. Engage with a Neighbourhood Champion and Neighbourhoods who are interested in participating in the NRP through some of the following activities:**
 - Present the Champion Workshop to ensure the Champion is well versed in their role and the details of the NRP
 - Deliver a FireSmart Information Workshop to the Committee and the neighbourhood
 - Support the Champion in establishing a FireSmart Neighbourhood Committee
 - Ensure the Champion has set up their account properly in the NRP Portal and understand the various forms that will be required for recognition
- 2. Assist Neighbourhoods within your local area with all aspects of the FireSmart Canada NRP:**
 - Complete an Initial Site Visit to the Neighbourhood with the Neighbourhood Champion
 - Prepare a Neighbourhood Wildland fire Hazard Assessment for the participating neighbourhood and upload to the Portal
 - Present and explain the Neighbourhood Wildland fire Hazard Assessment to FireSmart Neighbourhood Committee members and the neighbourhood at large
 - Support the FireSmart Neighbourhood Committee in the development of their FireSmart Mitigation Plan based on results from the Neighbourhood Wildland fire Hazard Assessment and the recommendations within
 - Support FireSmart Neighbourhood Champions to complete all required FireSmart Canada NRP paperwork and submit it for approval through the FireSmart Canada NRP portal
 - Present the FireSmart Neighbourhood Committee with their recognition sign and establish permission for its placement with local government as needed

- Check up on the progress of Recognized Neighbourhoods and support their Renewal process as needed
- Communicate NRP changes, Neighbourhood requirements, and updated NRP resources

3. Assist the FireSmart Neighbourhood Committee in coordination of NRP events:

- Support the FireSmart Neighbourhood Committee to implement their plan through coordination of events, such as FireSmart educational BBQs, FireSmart work-bee or chipping events. This could include and not limited to:
 - i. Ensuring proper permits are obtained
 - ii. Ensuring proper safety measures are implemented and followed
 - iii. Ensuring the events align with the Neighbourhood Mitigation Plan
 - iv. Assisting the Champion in tracking volunteer hours and in-kind contributions
 - v. Help celebrate and recognize progress in implementing the Neighbourhood FireSmart Mitigation Plan

4. Additional responsibilities as needed:

- Provide feedback to FireSmart Provincial Liaisons or program coordinators on program improvements and performance
- Engage with subject matter experts like the Wildfire Agency Liaison, local Fire Chief or program coordinator for support as needed
- Support Neighbourhood Committees in grant applications as they relate to their Neighbourhood Plans, including being familiar with funding opportunities that exist for the area
- Liaise with the FireSmart Ambassador in the area on other FireSmart program opportunities for the neighbourhood
- Participate in ongoing training opportunities as they are made available by FireSmart Canada

Minimum qualifications, knowledge, skills, and abilities:

- Knowledge of the Wildland-Urban Interface
- Knowledge of Wildland-Urban Interface Fire Behaviour
- Knowledge of the Home Ignition Zone, structural vulnerabilities, and mitigation best-practices
- Experience with public speaking, presenting and/or engagement
- Excellent public relations, interpersonal, and communication skills
- Ability to effectively deliver education materials to a wide variety of audiences
- Understand all aspects of the FireSmart Canada Neighbourhood Recognition Program
- Knowledge of community-scale FireSmart activities and projects within your region
- Proficient with computers and Adobe products.
- Proficient with the [FireSmart Canada Neighbourhood Recognition Program Portal](#)
- Proficient with all [FireSmart Canada Neighbourhood Recognition Program Forms](#)
- Familiar with all [FireSmart Canada Resources and Materials](#)

Role training requirements:

- Successful completion of FireSmart 101 (optional)
- Successful completion of the Level 1: FireSmart Ambassador training

- Successful completion of the Level 2: NRP Specialist training (online and in-person)
- Participate in NRP Specialist refresher training as it is made available
- Read, understand, and sign the NRP Specialist Expectations Document

General commitment expectations (annual):

Hazard Assessment and Plan: estimated 10 hours

- Neighbourhood Hazard Assessment
- Neighbourhood Plan Development
- Presentation of both

Presentations: estimated 5 hours plus preparation time

- Champion Workshop
- Information Presentation

Events: estimated 1-3 full days plus planning

- Education BBQ
- Work-bee
- Chipping event
- Other

General Administration and relationship building: estimated 20 to 30 hours

- NRP Portal management and support
- Various event specific administrative duties
- Attending Committee meetings if required and answering general questions