

**SOUTH WALES FIRE & RESCUE SERVICE**  
**MEDIA & COMMUNICATIONS DEPARTMENT**

**Media Assistant**

**Grade: 3 (Salary £14,733 pro rata)**

South Wales Fire & Rescue Service has a unique opportunity for the above post, which will offer individuals the opportunity to gain experience in a busy, dynamic media and communications environment. The post is available immediately and is likely to last for a period of 2 months.

The purpose of the role is to provide assistance in supporting the department's day to day activities, in particular:

- Dealing with social media (Facebook, Twitter, YouTube)
- Media monitoring
- Drafting press releases
- Dealing with media requests
- Copy and proof reading of internal communications documents
- Assisting with the production of internal magazine
- Assisting with photo shoots and PR events
- Basic ad hoc photography
- General assistance as required

It is essential that applicants have experience in Microsoft Office packages, have a responsible attitude to maintaining confidential information and accurate and efficient data input skills. General administrative experience and knowledge/interest in the structure and practices of the Public Sector is desirable.

This placement is an ideal opportunity for an enthusiastic individual with a media and communications background to gain valuable experience in a reputable Public Sector environment. Application is by way of a CV, forwarded to either of the following addresses:

**Recruitment and Assessment Team – People Services**  
**South Wales Fire and Rescue Service Headquarters**  
**Forest View Business Park**  
**Llantrisant**  
**CF72 8LX**

Or

[personnel@southwales-fire.gov.uk](mailto:personnel@southwales-fire.gov.uk)

All applications must be received by the Service by 12.00 midday on Wednesday 20<sup>th</sup> July 2011. Applications can be made through the medium of Welsh or English.

The Service believes in the true value of a diverse workforce and encourages applications from all sectors within the community.

