

cynllun prentisiaeth
gwasanaeth tân ac achub de cymru



south wales fire and rescue service
apprenticeship scheme



**Gwasanaeth Tân ac Achub
De Cymru**

South Wales
Fire and Rescue Service

APPRENTICESHIPS **Administration**

Your career starts here

Administration

2 Year Apprenticeship, September 2018 – end of August 2020

Starting salary £16,394 - £16,495

Are you interested in starting a career in Administration?
Are you enthusiastic, organised and interested in getting paid work experience whilst obtaining recognised qualifications?

South Wales Fire & Rescue Service is recruiting for its Administrative Apprenticeship Scheme within the following departments:

- Finance
- Human Resources*
- Community Safety and Partnerships*
- Service Performance and Communications

This is a 2 year position in which you will undertake administrative activities based at our Headquarters in Llantrisant. The Apprenticeship will give you the opportunity to:-

- Gain valuable work experience with a reputable employer
- Learn more about the role of Administration in a large organisation
- Develop work related skills that will increase your employment possibilities for the future
- Achieve Level 2 and Level 3 Apprenticeship qualifications in your area of specialism

“*I gain valuable work experience and achieve a qualification.*”



All employees of the Service are required to observe and promote the Service's Core Values:

- Professional
 - Caring
- Respectful
- Dedicated
- Trustworthy
 - Dynamic
- Disciplined
 - Resilient

Working with us

South Wales Fire and Rescue Service is committed to making our communities the safest place to live, work and visit. In order to achieve this, we know that we need to invest in attracting, retaining and developing the best people for every position across the organisation.

Benefits of working for South Wales Fire and Rescue Service

- On-site gym facilities
- Local Government Pension Scheme
- Free parking on-site
- Access to the Services' benefits and welfare scheme
- 25 days Annual Leave plus Bank Holidays

More about the Administration Apprenticeship

This Apprenticeship is all about giving you the opportunity to develop valuable work related skills and experiences. We are committed to helping you get ahead.

We recognize that starting a new job can be both exciting and daunting and we have put a support package in place to help you get to know us and feel confident in your work. From the moment that you start, you will know that we take your wellbeing seriously:

- You will receive a thorough induction, designed to help you get to know and understand how we work.
- You will have a detailed work plan which has been developed to ensure that you get a range of valuable work experiences with us
- You will be allocated a mentor, dedicated to ensuring that you have all of the support that you need to be able to perform effectively
- At the end of the two-year scheme, we will provide you with guidance on finding work and competing within recruitment processes

Welsh Language Skills

We are committed to being able to support the rights of Welsh speakers to receive quality services through the medium of Welsh and as such it is desirable that the successful candidate can speak Welsh and is willing to do so within their day to day work. Welsh Language Skills are essential for the Human Resources* and Community Safety Apprenticeships*

Candidates who wish to be considered:

- cannot already hold a higher or conflicting qualification in the same subject area.
- cannot be undertaking any other government funded qualification.

Your career choices



We look forward to receiving your Application!

This document is available in both Welsh and English and we welcome communication in both languages.

South Wales Fire and Rescue Service believes in the real value of having a diverse workforce and we proactively want to encourage applicants from all sectors of our community to apply.

**Hurry, all applications need to be received by
12:00 mid-day, 2nd July 2018**

For more information on the Apprenticeship Scheme

01443 232200 : personnel@southwales-fire.gov.uk

www.southwales-fire.gov.uk  [@SWFRS_Careers](https://twitter.com/SWFRS_Careers)