



**Communications Assistant  
Corporate Services Directorate  
Post No: NU600**

**Grade 4 (£18,795 - £19,171)  
Permanent  
37 hours per week (flexible working scheme)**

An exciting opportunity has arisen to appoint a Communications Assistant within the Service Performance and Communications Department, based at South Wales Fire and Rescue Service Headquarters.

The successful candidate will join a team that is responsible for the internal and external communications for the Service. They will have the ability to maintain a confident and resilient attitude in highly challenging situations and be able to communicate through the medium of Welsh. The successful applicant will have an understanding of communications techniques and have the ability to communicate effectively, both orally and in writing, to a range of different audiences.

The main duties of the post will include:

- Supporting key campaign launches and/or engagement events that promote the Service's objectives and messaging, by attending alongside other members of the team and other departments within the organisation.
- Attending and supporting events organised by the organisation in order to attract talent to the Service and the range of opportunities on offer.
- Assisting with the design, creation, circulation and analysis of surveys used by the organisation to gather information.
- Assisting with the delivery of consultation events, along with other members of the Media Relations & Communications team.
- Establishing and maintaining the team's image library.
- Assisting with the collation process for the Service's internal newsletter and working to draft and finalise content in conjunction with other team members, before approval by the Media Relations & Communications Manager.
- Assisting with the scheduling of Social Media content.

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We are a family friendly organisation and a flexible working system is in operation.

More details in relation to this position can be found in the Job Description and Person Specification which can be downloaded along with the Application Form from the Working for Us / Latest Vacancies pages on our website [www.southwales-fire.gov.uk](http://www.southwales-fire.gov.uk).

Completed Application Forms should be returned to: Recruitment & Assessment Team, South Wales Fire & Rescue Service Headquarters. Forest View Business Park, Llantrisant, CF72 8LX or via email to [personnel@southwales-fire.gov.uk](mailto:personnel@southwales-fire.gov.uk)

The closing date for receipt of application forms is **16/10/2019 at 12 noon**. Interview date is to be confirmed.

You are welcome to communicate with us in either English or Welsh. Application forms submitted in Welsh will not be treated less favourably. This document is also available in Welsh.

Please note that all salaries are subject to job evaluation.

**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.**

