

Gwasanaeth Tân ac Achub
De Cymru



South Wales
Fire and Rescue Service

**SOUTH WALES FIRE & RESCUE SERVICE
HEADQUARTERS, FOREST VIEW BUSINESS PARK, LLANTRISANT**

CORPORATE SERVICES DIRECTORATE

**Communications, Attraction and Engagement Officer
37 HOURS PER WEEK
REF: 503104**

**GRADE 8
SALARY: £24,313 - £26,317**

An exciting opportunity has arisen to appoint a Communications, Attraction and Engagement Officer within the Corporate Service Directorate, based at Fire and Rescue Service Headquarters.

The successful applicant will be responsible for supporting the Lead Communications, Attraction and Engagement Officer in implementing and developing all media and public relations activity, both internally and externally, on behalf of the Service. The role will also include engaging with stakeholders to deliver campaigns that relate to strategic objectives (including promoting messages relating to recruitment and attraction, community safety and business engagement). The post holder will be expected to work dynamically and working some evening/weekend hours will be required in order to effectively deliver the duties and responsibilities outlined within this job description.

The successful applicant will have a proven track record of undertaking communications/engagement activities e.g. coordinating engagement events or developing external facing publications and have excellent communication and engagement skills. **The ability to communicate through the medium of Welsh is essential for this post.**

The main duties of the post will include:

1. To plan and attend events in the South Wales area in order to attract talent to the Service and the range of opportunities on offer. To ensure that sufficient resources are available to support attraction and engagement activities, and to maintain records of activities and report on outcomes.

2. To create content for delivery at engagement events, in order to effectively engage with a wide variety of audiences.
3. Coordinating and attending key public events in the South Wales area which can serve as a corporate engagement opportunities, as well as on behalf of identified departments, to share key messages and/or promote safety initiatives.
4. To assist in the coordination of a small team of Sessional Workers to support key events and engagement activities. This includes supporting the recruitment and training of this group, ensuring sufficient team members are available to attend activities as well as recording the hours worked.
5. To support the Lead Communications & Engagement Officer in the delivery of our Communications and Engagement strategy.
6. To provide advice on attraction and engagement strategies to all departments within the organisation (e.g. attraction strategies to support the recruitment of On Call Firefighters).
7. To establish and maintain effective community contacts and partnerships to facilitate effective engagement and support the Service's objectives.

This demanding post will require the successful candidate to work collaboratively with other Fire and Rescue Service personnel and the ability to travel is required.

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

An Application Form, Job Description and Person Specification can be downloaded from our website www.southwales-fire.gov.uk.

Completed application forms should be returned to: Recruitment & Resourcing Team, South Wales Fire & Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX or via e-mail to personnel@southwales-fire.gov.uk. **The closing date for application forms is Friday 7th August, 2020 at 12:00.**

Please note we do not accept CVs.

All documentation is available in both in English and in Welsh and we welcome communication in either language. Applications submitted in Welsh will not be treated less favourably.

Please note that all salaries are subject to job evaluation.

SWFRS 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.

