

**SOUTH WALES FIRE AND RESCUE SERVICE**  
**JOB DESCRIPTION**

<b>Department</b>	Community Safety & Partnerships (CS&P)
<b>Post</b>	CS&P Volunteer Co-ordinator
<b>Post No</b>	502904
<b>Grade</b>	7
<b>Location</b>	FSHQ
<b>Responsible to</b>	Youth and Volunteer Manager
<b>Responsible for</b>	Day to day liaison with SWFRS Volunteers

**This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.**

<b>MAIN PURPOSE OF THE POST</b>
To work as the volunteer co-ordinator and assist in the development, planning, coordination and delivery of the South Wales Fire and Rescue Volunteer Scheme.

**DUTIES AND RESPONSIBILITIES**

To assist in developing, promoting, monitoring and management of the South Wales Fire and Rescue Service Volunteer Scheme.

**Duties and responsibilities**

- To maintain an overview of the Service's Risk Reduction Strategy.
- To maintain an overview of the Service's Volunteer Procedure.
- To assist in the development, delivery and monitoring of volunteering opportunities within SWFRS.

- To assist in the recruitment and retention of volunteers and develop innovative ways of attracting volunteers.
- To administer and co-ordinate the provision of volunteers to assist in the delivery of CS&P activity throughout the South Wales Area.
- To assist in the development and maintenance of suitable recording systems to ensure accurate volunteer information and activity is held.
- To assist and advise station personnel and the wider organisation on volunteering opportunities.
- To represent the CS&P Dept at meetings and internal and external committees where required.
- To assist in the collation and presentation of management information.
- To maintain personal core competencies and help to develop those of others where appropriate.
- To develop partnership working arrangements with volunteer co-ordinators from public, private and voluntary sectors where possible.
- To observe and promote practices and activities which are within the Health and Safety, Diversity and Equal Opportunities policies of South Wales Fire & Rescue Service.
- Any other duties commensurate with the post and grade.

## **STANDARD SERVICE REQUIREMENTS**

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To co-operate fully with any scheme or pilot scheme that shall be introduced within the department or across the Service.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.
- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

## ORGANISATIONAL VALUES

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values to be, at all times:

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

**NB: The administrative centre for this role will be South Wales Fire and Rescue Service Headquarters.**

**This role involves frequent travel between sites throughout the South Wales area. The successful candidate must be able to travel independently.**

**An Enhanced Disclosure Barring Service (DBS) check will be required in the event of a successful application. Having a criminal record will not necessarily be a bar to obtaining a position.**

