

## **SOUTH WALES FIRE & RESCUE SERVICE**

### **Community Safety and Partnerships**

**FTNU 502904**

**Volunteer Co-ordinator**

**Grade 7**

**SALARY £23,541 - £24,491 per annum**

The above permanent vacancy has arisen within the Community Safety & Partnerships (CS&P) Departments at South Wales Fire and Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX.

The successful candidate will have previous experience of managing and co-ordinating volunteers and will be responsible for assisting in the development, planning, co-ordination and management of the South Wales Fire and Rescue Service Volunteer Scheme.

The Volunteer Scheme was established to enhance service delivery and to build and develop relationships in the communities in which we live and work. The scheme provides the chance for individuals to make a valuable contribution to the safety and security of our communities and also provides the Service with additional skills, knowledge and resources.

Further information about the Volunteer Scheme can be found on the 'working with us' area of our website pages.

The role involves travel between sites throughout the South Wales area. The successful candidate must be able to travel independently. All appointments are subject to medical screening, a DVLA Driving Licence check and an Enhanced 'Disclosure and Barring Service (DBS) Check'.

The successful candidates will work 37 hours per week, a Flexible Working Scheme is in operation.

Please Note: Retained Duty System applicants should take their hours of availability into consideration when applying for this vacancy and discuss any queries regarding availability with your RDS Station Manager.

Applications are invited from existing South Wales Fire & Rescue Service employees with suitable experience and qualifications to meet the Person Specification.

The Job Description and Person Specification can be obtained from the Current Vacancies page on SWFRS intranet or by the following methods:

- Telephone 01443 232200
- E-mail [personnel@southwales-fire.gov.uk](mailto:personnel@southwales-fire.gov.uk)
- Telephone the 24 hour recruitment line on 01443 232333

Closing date for completed applications is **12:00 mid-day 14 February 2022.**

An enhanced DBS will be required in the event of a successful application. Having a criminal record will not necessarily be a bar to obtaining a position.

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.

