

SOUTH WALES FIRE AND RESCUE SERVICE
JOB DESCRIPTION

Department	Community Safety and Partnerships
Post	Fire Cadet Instructor (Operational or Corporate Staff)
Post No	N/A
Grade	N/A
Location	Various Fire Cadet Units
Responsible to	Unit Manager / Fire Cadet Manager(s)
Responsible for	Fire Cadets
Responsibility for Physical Resources	None
Responsibility for Financial Resources	None

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.

MAIN PURPOSE OF THE POST

To facilitate and deliver the Fire Cadet Scheme across SWFRS and to support and mentor young people in developing their skills, knowledge and personal development to enable them to become effective role models in the community and progress positively onto education, employment or further training.

DUTIES AND RESPONSIBILITIES

1. To assist in the delivery of the Fire Cadet Award / BTEC Level 2 in Fire and Rescue Services in the Community as part of the SWFRS Fire Cadet Scheme
2. Use the provided session plans and resources to deliver the Fire Cadet Scheme, ensuring a positive learning environment is created for all participants
3. To lead the operational youth drill ground training and development elements of Fire Cadets as required **(Operational Staff Only)**

4. To ensure operational competency is maintained in order to safely deliver youth drill ground training and development, and ensure adequate instructor ratio of 1:5 is maintained (**Operational Staff Only**)
5. To support and mentor young people to develop their skills, knowledge and personal development to enable them to become effective role models in the community and progress positively onto education, employment or further training
6. Assist the development of personal skills such as confidence, communication, team-working, motivation, self-esteem and self-discipline
7. To participate in local and national initiatives and assist in the delivery of social action and charitable events as required
8. Maintain knowledge and compliance with child protection, safeguarding, GDPR and health and safety requirements
9. To assist in the update and maintenance of Fire Cadets data such as electronic attendance records as required
10. To be a positive Role Model for Young People at all times
11. To maintain personal core competencies and help to develop those of others where appropriate
12. To undertake any training events or courses relevant to the Fire Cadet Instructor role

STANDARD SERVICE REQUIREMENTS

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To co-operating fully with any scheme or pilot scheme using the same, 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

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