

## **SOUTH WALES FIRE AND RESCUE SERVICE**

### **JOB DESCRIPTION**

<b>Department</b>	Risk Reduction
<b>Post</b>	Fire Cadet Games Event Coordinator 12M FTC
<b>Post No</b>	505684
<b>Grade</b>	12
<b>Location</b>	Fire and Rescue Service Headquarters
<b>Responsible to</b>	Head of Community Safety
<b>Responsible for</b>	N/A

**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**

South Wales Fire and Rescue Service will be hosting the National Cadet Firefighter Games 2025. The event coordinator will oversee the planning, coordination, execution, and review of the games. This will include responsibility for ensuring the event runs smoothly, safely, and within budget, while delivering a memorable experience for all participants and attendees.

#### **DUTIES AND RESPONSIBILITIES:**

1. Develop and implement a comprehensive project plan for the games.
2. Develop and maintain all project documentation including business cases, project initiation documents, project plans, risk and issues logs and progress reports.
3. Coordinate all event logistics, including equipment procurement and transportation arrangements.
4. Oversee the creation and management of event schedules, ensuring all activities and well-timed and executed.
5. Lead and manage a team of volunteers and staff, providing clear direction and support.
6. Facilitate regular team meetings to monitor progress, address challenges, and ensure alignment with event goals.
7. Develop and manage the event budget.
8. Secure sponsorships and manage relationships with sponsors to support event funding.

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9. Track and report on financial performance, providing regular updates to senior management.
10. Serve as the primary point of contact for all stakeholders, including participants, other fire & rescue services, sponsors, vendors, and community partners.
11. Organise and facilitate stakeholder meetings as needed.
12. Ensure all activities comply with regulations and safety standards.
13. Make appropriate arrangements to safeguard the participants.
14. Collaborate with SWFRS media team and NFCC to develop and execute promotional strategies to increase event visibility and participation.
15. Manage communications, including social media updates and participation information.
16. Coordinate and lead a comprehensive post event debrief report along with the development of a briefing document for the next cadet games.
17. The successful candidate may also be expected to be involved in other work streams commensurate with the grade.

## **STANDARD SERVICE REQUIREMENTS**

- Any other duties commensurate with the grade and post.
- 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

