

## SOUTH WALES FIRE AND RESCUE SERVICE

### PERSON SPECIFICATION

<b>DEPARTMENT</b>	Risk Reduction
<b>POST TITLE</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>RESPONSIBILITIES FOR RESOURCES / STAFF</b>	N/A

Essential criteria marked in **bold with an asterisk\*** will be used for short-listing purposes. Please ensure you address these requirements in your Application Form (under the 'Experience and Other Information' section). You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge, experience and abilities relevant to the post.

Where a qualification is highlighted as being an 'Essential Criteria', you will be required to provide a copy of your Certificates with your Application Form.

<b>Factor</b>	<b>Evidence</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<b>Qualifications</b>	<b>Qualification in events management or relevant experience in managing projects and events.</b>	<b>Essential*</b>	<b>Application* &amp; Selection</b>
	<b>Nationally recognized youth qualification</b>	Desirable	<b>Application* &amp; Selection</b>
<b>Knowledge/ Experience</b>	<b>Experience of organizing and managing projects and events</b>	<b>Essential</b>	<b>Application* &amp; Selection</b>
	Experience with projects of similar scope and complexity.	Desirable	Selection
	Experience with MS 365, particularly Excel, Word, PowerPoint and Outlook.	<b>Essential</b>	<b>Application* &amp; Selection</b>
	The ability to communicate through the medium of Welsh.	Desirable	Selection

<b>Personal Style</b>	<p><b>Proficient in the promotion and management of equality, diversity and Inclusion and able to demonstrate a fair and ethical approach in all situations.</b></p> <p>Compliant with service policies, procedures and legislative guidance, whilst respectful of all sensitive information that is presented.</p> <p>Ability to consistently project and promote a confident, controlled, and focused attitude in highly challenging situations.</p> <p>Proactive in fostering change using a growth mindset with the ability to seek opportunities to promote improved organisational effectiveness.</p> <p>Capable of working independently, while also aligning with standard reporting and risk management approaches.</p>	<p><b>Essential*</b></p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p>	<p><b>Application* &amp; Selection</b></p> <p>Selection</p> <p>Selection</p> <p>Selection</p> <p>Selection</p>
<b>Intrapersonal</b>	<p>Ability to lead, involve and motivate others within the Fire &amp; Rescue Service, stakeholders and in the community.</p> <p>Effective communicator both orally and in writing to a wide range of audiences.</p> <p>Commitment to develop self, individuals, and teams to improve organisational effectiveness.</p>	<p><b>Essential*</b></p> <p>Essential</p> <p>Desirable</p>	<p><b>Application* &amp; Selection</b></p> <p>Selection</p> <p>Selection</p>
<b>Task</b>	<p>A keen problem solver who can apply relevant information to make appropriate decisions which reflect key priorities and requirements.</p> <p>Skilled in creating and implementing effective plans to deliver a range of project objectives.</p> <p>Able to prioritise conflicting high-level demands, remaining calm when under pressure, to achieve objectives within tight and often changing timescales.</p>	<p>Essential</p> <p><b>Essential*</b></p> <p>Essential</p>	<p>Selection</p> <p><b>Application* &amp; Selection</b></p> <p>Selection</p>

