



# JOIN US

## **FIRE CADET INSTRUCTOR** **APPLICANT INFORMATION PACK**



**Gwasanaeth Tân ac Achub  
De Cymru**

**South Wales  
Fire and Rescue Service**

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**RAISING AWARENESS - REDUCING RISK**

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# WHO WE ARE

## **“TO MAKE SOUTH WALES SAFER, BY REDUCING RISK”**

We are South Wales Fire and Rescue Service and our vision, mission and values are what drives and motivates our people to make South Wales safer, by reducing risk. We aim to protect and serve all across the 10 Unitary Authorities that make up our diverse area, working in partnership with our colleagues in other frontline services.

We employ around 1700 people across South Wales in a mix of Operational and Corporate roles, with most of our corporate staff being based at our headquarters in Llantrisant.

The frontline services provided by South Wales Fire and Rescue Service Operational Staff are supported by a number of teams, which fulfil administrative and technical roles. Operational and Corporate Staff work closely together to provide a high level of service for the communities of South Wales.

Diversity, Inclusion, Cohesion and Equity are a priority for South Wales Fire and Rescue Service and we have a commitment to endeavour to reflect the communities that we serve.

# ROLE PROFILE

Fire Cadets is South Wales Fire and Rescue Service's flagship youth activity for individuals aged 13 – 16 years of age. The programme offers young people a unique insight into working within an emergency service. We offer fun and challenging inclusive opportunities for young people and work to develop personal and social skills through activities which promote self-discipline, teamwork and citizenship. The programme offers the opportunity to gain awards and work towards achieving a recognised qualification.

SWFRS currently host 12 Fire Cadet units. As a Fire Cadet instructor, you will be required 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. Fire Cadet instructors support the Fire Cadets through a range of learning styles, including paperwork linked to the qualification and a range of basic firefighter drill ground activities. Throughout your time in this role, you will be supported by a Unit Manager and the opportunity for relevant training and qualifications.

As a Fire Cadet Instructor, there is the opportunity to work at various stations, on different evenings. The programme runs in line with the school academic year with the added option of participating in a range of outdoor activities, charitable events, camps, competitions and social trips during school holidays and weekends. We are currently recruiting for Fire Cadet Instructors at:

For further information please contact either:

Steve Gallagher: [s-gallagher@southwales-fire.gov.uk](mailto:s-gallagher@southwales-fire.gov.uk) / 07769135738

Chris Munday: [c-munday@southwales-fire.gov.uk](mailto:c-munday@southwales-fire.gov.uk) / 07796356757

- **Salary:** £14.27 per hour
- **Hours of Work:** Individual contracts are available for 50 hours, 75 hours and 100 hours per annum with the hours spread over a maximum of 40 weeks of the year.
- **Directorate:** Community Safety & Partnerships

Aberbargoed – Tuesday  
Abergavenny – Thursday  
Barry – Tuesday  
Bridgend – Tuesday  
Caerphilly – Tuesday  
Cwmbran – Tuesday  
Ely – Tuesday  
Malpas – Monday  
Merthyr Tydfil – Tuesday  
Roath – Monday  
Tonypandy – Thursday  
Tredegar – Monday

*\*These days may be subject to change\*\**

# JOB DESCRIPTION

**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.**

**Responsible to:** Unit Manager / Fire Cadet Manager (s)

**Responsible for:** Fire Cadets

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 & Safe to Supervise Qualified)**
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 & Safe to Supervise Qualified)**
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

**In addition to the duties and responsibilities outlined above, the post holder will be required to:**

1. Undertake any other duties commensurate with the grade and post.
2. Attend in-house and external training courses as required.
3. Co-operate fully with any scheme or pilot scheme introduced within the department or across the Service.
4. Apply the principles of the Service's Dignity at Work Procedure and Equality and Diversity Statement whilst carrying out their duties.
5. Protect children, young people or adults at risk from harm, reporting any safeguarding concerns using the Service's Safeguarding Procedure.
6. Adhere to Health & Safety and Wellbeing Legislation and Procedures and take reasonable care for the health and safety of self and others.

# PERSON SPECIFICATION

## ESSENTIAL

- ✓ Knowledge and understanding of Safeguarding
- ✓ Ability to maintain a resilient attitude in challenging situations
- ✓ Ability to work in full compliance with GDPR, Safeguarding, and H&S policies and procedures
- ✓ Understanding of diversity and the ability to adopt a fair and ethical approach to others
- ✓ Able to build and maintain positive relationships with young people\*
- ✓ Ability to work effectively with others both within the Fire & Rescue Service and in the Community
- ✓ Ability to communicate effectively both orally and in writing to a range of different audiences.
- ✓ Ability to adopt a conscientious and proactive approach to work to achieve and maintain excellent standards.
- ✓ Willing and able to attend relevant training prior to commencement (see below) as well as a willingness to develop CPD through both internal and external courses and training

## DESIRABLE

- ✓ Relevant Youth Work qualification or working towards, previous relevant experience
- ✓ Level 3 / 4 IV Qualification
- ✓ LGV Qualification
- ✓ Experience of delivering presentations to groups of young people
- ✓ Experience of working with young people in either a personal or professional setting.
- ✓ Experience in the use of Microsoft Office packages
- ✓ Ability to plan and supervise the activities of others.
- ✓ Experience and/or knowledge of supporting community safety related projects.
- ✓ Ability to communicate through the medium of Welsh.

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

**(Consider other information that may be pertinent at this stage)**

# THE **APPLICATION** PROCESS

Candidates should complete our shortlisting evidence form. This should address the questions below with a response that doesn't exceed 400 words per question (eg Maximum 2000 Words)

**Question 1: Please outline your knowledge and understanding of Safeguarding.**

**Question 2: Please provide evidence of your ability to maintain a resilient attitude in challenging situations.**

**Question 3: Please provide evidence of how you can build and maintain positive relationships with young people.**

When answering the above questions, consider using a method such as STAR

This is a useful way to describe past experiences and to structure an answer by considering the **S**ituation, **T**ask, **A**ction and **R**esult to clearly showcase your accomplishment.





# HOW TO APPLY

## External Applicants

Please log in to our website at: [www.southwales-fire.gov.uk/working-with-us/latest-vacancies](http://www.southwales-fire.gov.uk/working-with-us/latest-vacancies)

Select the role from the 'Current Vacancies' and click on the link for our e-recruit system.

Ensure that all sections of the application form are completed and remember to attach the supporting information that details your eligibility and addresses the shortlisting criteria directly.

## Internal Applicants

Please log in to People XD/Core and navigate to 'current vacancies' to select the relevant position. Ensure that all sections of the application are completed and remember to attach the supporting information that details your eligibility and addresses the shortlisting criteria directly.

## All Applicants

If you require this document in an alternative format, such as large print or a white or coloured background, or alternatively require a paper application form, please contact our Recruitment team at [recruitment@southwales-fire.gov.uk](mailto:recruitment@southwales-fire.gov.uk) or call us on 01443 232200 and we will endeavour to help as quickly as possible.

All documentation is available in both Welsh and English and we welcome communication in either language. Applications submitted in Welsh will not be treated less favourably. Candidates successful at the shortlisting stage will be given the opportunity to confirm their language preference for interviews and assessments (including paperwork, verbal introductions and interview questions). Arrangements will be confirmed following invitation to interview and may include translation and/or simultaneous translation

South Wales Fire and Rescue Service 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.

# ADDITIONAL INFORMATION

## External Recruitment Checks

All external candidates will be subject to the following recruitment checks prior to appointment:

- Enhanced Disclosure and Barring Service (DBS) checks.
- Right to work checks.
- Medical, health and fitness checks.
- No current disciplinary warnings (Operational)
- Driver licence checks.
- Reference checks.
- Some roles may require security clearance level of vetting.

## The NFCC Core Code of Ethics

**PUTTING OUR COMMUNITIES FIRST:** We put the interest of the public, the community and service users first.

**INTEGRITY:** We act with integrity, including being open, honest and consistent in everything we do.

**DIGNITY AND RESPECT:** Making decisions objectively based on evidence, without discrimination or bias.

**LEADERSHIP:** We are all positive role models, always demonstrating flexibility and resilient leadership. We are all accountable for everything we do and challenge all behaviour that falls short of the highest standards.

**EQUALITY, DIVERSITY & INCLUSION:** We continually recognise and promote the value of EDI both within the SWFRS and the wider communities that we serve. We stand against all forms of discrimination, create equal opportunities, promote equality, foster good relations and celebrate difference.

**This is the foundation for the values we hold at South Wales Fire and Rescue Service and will help us to create an environment that is welcoming, tolerant and safe, with no place for inappropriate behaviours and actions that threaten, disrespect or intimidate others**



# BENEFITS

**Annual Leave** – A generous annual leave allowance.

**Employee Assistance Programme** – The EAP provides confidential, impartial advice and support 24 hours a day, 365 days a year. The service is free for employees to access whenever they need.

**Vivup** – Award winning employee benefits provider that offers all staff a stack of health and wellbeing benefits and savings across a number of big brands.

Some of the perks on this platform include:

- **Cycle to work scheme**
- **Tusker car scheme**
- **Home and electronics discount**
- **Lifestyle Savings**

**Flexi Time** – Corporate staff are able to work flexi time. With core hours of 10am – 12pm and 2pm – 3pm; you can complete the balance of your hours anytime between 7am and 7pm.

**Learning & Development** – SWFRS recognise that well trained employees are key to success. With a dedicated Training Centre at Cardiff Gate and specialist training teams, there are plenty of opportunities to grow & develop new skills.

**Gym** - Wherever you are based as an employee of South Wales Fire and Rescue Service, access to our gym facilities is available to all, free of charge.

**Health and Fitness Advisors** - Our Health and Fitness Advisors monitor the fitness levels of operational staff. They can also offer health and fitness advice to all employees on request.

**Firefighters' Charity** - Every employee, along with their dependents, can be beneficiaries of the charity. The charity provides health and wellbeing support to the whole Fire Service community.

**Car Parking** – SWFRS does not charge for car parking at any of its sites.

**Mind Blue Light Champions** – As part of our ongoing commitment to health and wellbeing, we support the MIND Blue Light Programme. The programme offers mental health support for emergency services employees.

**Occupational Health** – The Occupational Health Unit aims to maximise the health and wellbeing efficiency of staff and to minimise the risks to which staff are exposed as a result of working practices and the environment.

**Pension** – Support staff are eligible to join the Local Government pension scheme, which is a defined benefit pension scheme. Employee contributions are based on your salary.

**Sports and Social** – Our sports and social section brings together employees from across departments. Photography, skiing, rambling, cycling, football, rugby, surfing and golf are just some of the shared interests.

**Welsh Courses** – South Wales Fire and Rescue Service recognize the importance of the Welsh language in the workplace and offers all employees access to Welsh language courses at a range of levels to suit all needs.

**Disability Confident** – We are proud to be a certified Disability Confident Committed Employer





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De Cymru  
South Wales  
**Fire and Rescue Service**

## South Wales Fire and Rescue Service

Recruitment & Retention Team

Fire Service Headquarters

Forest View Business Park

Llantrisant

CF72 8LX

Recruitment Line – 01443 232200

[recruitment@southwales-fire.gov.uk](mailto:recruitment@southwales-fire.gov.uk)



[www.southwales-fire.gov.uk/working-with-us](http://www.southwales-fire.gov.uk/working-with-us)