



JOIN US

**COMMUNITY SAFETY PRACTITIONER –
REFLECT**

APPLICANT INFORMATION PACK



**Gwasanaeth Tân ac Achub
De Cymru**

**South Wales
Fire and Rescue Service**

RAISING AWARENESS - REDUCING RISK

WHO WE ARE

COURAGE TO ACT, COMPASSION TO CARE

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.

Our vision

Working together as one team to be an outstanding Fire and Rescue Service, protecting South Wales today, ambitiously innovating for tomorrow.

Our mission

To serve our communities, by reducing risk and responding to emergencies.

Our values

We developed in extensive consultation with our people, give us the agreed framework for **US** to serve and protect **OUR** communities effectively in South Wales. They are **Compassion, Courage, Respect, Integrity** and **Excellence**.



We act with **compassion**



We approach situations with moral and physical **courage**



We **respect** each other, our partners and the public we serve



We act with **integrity**



We aim for **excellence** in all that we do

ROLE PROFILE

Please apply by: 12:00, midday on 1st September 2025

The above 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 work as part of a small team and assist in the development, planning, co-ordination and delivery of a range of different youth interventions throughout the South Wales Fire and Rescue service area. The successful candidate will be required to step into a busy role, delivering in a multitude of settings. The work will involve organising, monitoring and delivering fire safety interventions to individuals and small groups to support community safety. Whilst the current vacancy sits within the Reflect Team, as part of Community Safety, there will be times when the practitioner may be required to support in other areas of Community Safety.

The role involves travel throughout South Wales, so the successful candidate must be able to travel independently. Candidates should currently hold an Agored Cymru Level 2 Certificate in Youth Work Practice or equivalent qualification and/or previous relevant experience of delivering youth work. The ability to work under pressure, displaying a calm, confident and flexible approach, and an open-minded attitude is a prerequisite for the position.

Youth work practitioners are expected to work closely with partner agencies to obtain the best possible outcomes for the young people referred to the project. Experience of working in partnership with external agencies would be advantageous. The role requires handling and storing personal data correctly. A comprehensive understanding into the policies and procedures linked to handling sensitive data is required.

The successful candidate will be required to complete the Drill Ground Activity - Safe to Supervise Course upon commencement in role. Further information about the main Youth Work interventions: Phoenix, Reflect and Fire Cadets can be found on the SWFRS website <https://www.southwales-fire.gov.uk/youth-education/>

For further information about the job role, please contact Nicola Wheten by email: n-wheten@southwales-fire.gov.uk

- **Contract:** Permanent
- **Grade:** 8
- **Salary:** £32,597 – £33,699 per annum
- **Hours of Work:** 37 hours per week
- **Directorate:** Community Safety & Partnerships
- **Job Ref:** 502254
- **Location:** Headquarters, Llantrisant (including: travelling around South Wales)

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: REFLECT Project Manager

DUTIES AND RESPONSIBILITIES

1. To provide the required support and assistance where necessary, to deliver the objectives of the REFLECT Project within the SWFRS service area and manage the administrative duties of the project as required.
2. To organise and supervise the activities of teams of young people in a variety of environments i.e. drill ground, classroom, and external sites and maintain and promote healthy, safe and productive working conditions.
3. To ensure close daily liaison with the REFLECT Project Manager.
4. To identify and engage with Youth Offending Teams, Secure Estates, Communities First Teams, the Police and other external agencies that deal with young people who have or are on the cusp of offending.
5. To provide information and education to those identified and work toward lowering the risk of their involvement in the anti-social activities covered.
6. To develop, create, update and maintain a data base of groups identified as at risk, analysing and evaluating all work undertaken.
7. To develop new education resource packs.
8. To ensure line manager and other practitioners are kept informed on progress of groups assigned to you.
9. To represent the Department on internal and external committees and the working parties of partner organisations.
10. To support Station Managers, as well as external agency workers with identifying appropriate groups/areas to target for the provision
11. To be a positive role model for the Young People at all times.
12. To be prepared to work flexible/unsociable working hours.
13. To maintain personal core competencies and help to develop those of others where appropriate.
14. Any other duties commensurate with the post and grade.

KEY TASKS/FUNCTIONS

1. To promote, plan and deliver the REFLECT Projects key aims and educate the community to improve their awareness of safety matters. Raise awareness of its benefits and potential impact to the communities of South Wales.
2. To effectively manage safe drill ground activities and maintain supervision competency
3. To manage appropriate projects, identify and engage with all potential audiences who have been identified as offenders or on the cusp of offending by the appropriate agency.
4. To promote Health and Safety in the workplace in accordance with the Health and Safety at Work Act 1974, the Management of Health and Safety Regulations 1999 and such other legislation as may be appropriate to the individuals working situation. More specifically, you must take reasonable care for your health and safety and that of others who may be affected by your actions and rectify as far is reasonably practical or report to senior management, and work situation which might give rise to serious or imminent danger. More specific guidance on individual responsibilities can be found under the Organisational Procedures Index, HSGN 2.
5. To keep up to date with current issues and best practice surrounding the subject and integrate these into existing service delivery.
6. To maintain and develop working relationships with relevant agencies and Fire and Rescue Service Staff.
7. To proactively assist in the continual development of youth intervention projects and to assist in the development of a programme that maximises resources in accordance with the principles of best value.
8. To ensure discretion, sensitivity and confidentiality is applied at all times in accordance with service policies and procedures.
9. To identify and deal with potential conflict amongst students, dealing with it in an appropriate and positive manner.
10. Preparation in advance of courses; this involves writing presentations, preparing course notes, checking equipment and assessing the risks planned by activities.

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

1. To attend in-house and external training courses as required.
2. Any other duties commensurate with the grade and post.
3. To co-operate fully with any scheme or pilot scheme that shall be introduced within the department or across the Service.
4. To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.
5. 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.

PERSON SPECIFICATION

ESSENTIAL

- ✓ Agored Cymru Level 2 Certificate in Youth Work Practice or equivalent qualification and/or previous relevant experience of delivering youth work.
- ✓ Experience of delivering presentations to a range of different audiences.
- ✓ Experience of effective and safe working practice within various environments.
- ✓ Ability to plan and supervise the activities of others.
- ✓ Experience of Microsoft Office applications; Word, Excel, Outlook, PowerPoint.
- ✓ Be able to respond with flexibility and adapt delivery style with groups/individuals.
- ✓ Ability to maintain a confident and resilient attitude in highly challenging situations.
- ✓ Ability to embrace and value diversity, demonstrating a fair and ethical approach in all situations.
- ✓ Ability to work in full compliance with organizational policy and legislative guidance respecting any sensitive information that is presented.
- ✓ Ability to lead, involve and motivate others both within the Fire & Rescue Service and in the community.
- ✓ Ability to communicate effectively both orally and in writing to a wide range of audiences.
- ✓ Commitment to and ability to develop self, individuals, teams and others, to improve organizational effectiveness.
- ✓ Ability to maintain an active awareness of the environment to promote safe and effective working.
- ✓ Ability to understand and apply relevant information to make appropriate decisions and create practical solutions.

DESIRABLE

- ✓ The 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

THE APPLICATION PROCESS

Candidates should complete our shortlisting evidence form. This should address the questions below with a response that doesn't exceed 500 words per question (e.g. Maximum 2500 Words)

Question 1: Please outline your relevant experience of delivering youth work.

Question 2: Please provide evidence of your ability to communicate effectively both orally and in writing to a wide range of audiences.

Question 3: Please provide evidence of your ability to maintain a confident and resilient attitude in highly challenging situations.

Question 4: Please describe your experience of delivering presentations to a range of different audiences.

Question 5: Please outline your experience of effective and safe working practice within various environments.

****Please note that due to the high volume of applications received, we are unfortunately unable to offer individual feedback at this early stage of the selection process.**

STAR

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.

USE OF AI

We accept the use AI to structure your thoughts, and enhance your application if required, but please ensure the final application reflects your personal experience and skills

HOW TO APPLY

External Applicants

Please log in to our website at: 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 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 Advisers 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.

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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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

SCAN ME



www.southwales-fire.gov.uk/working-with-us