



Gwasanaeth Tân ac Achub
Canolbarth a Gorllewin Cymru

Mid and West Wales
Fire and Rescue Service

JOB APPLICATION PACK

mawwfire.gov.uk



Introduction

Dear Applicant,

Thank you for your interest in joining Mid and West Wales Fire and Rescue Service.

My vision is for our Service 'to be a world leader in emergency response and community safety.' Whilst we have a proud track record of achievement, we know that there is always room for improvement.

When people think of a career in the Fire and Rescue Service, they tend to think of Firefighters responding to emergency incidents, but it's not just Firefighters who make mid and west Wales a safer place.

Behind the operational scene, the Service has a large range of other posts within different departments which are either office based or in our workshops, and we employee people in professional, technical, and administrative roles.

Without corporate support functions in place to provide the systems, processes and technology, the Service would not be able to deliver the best possible service to our communities.

If you're looking for a career with variety, a challenge, and opportunities for progression, along with all the benefits you'd expect from a key public service organisation, then why not consider joining us in one of our specialist or administrative support functions.

Thank you and good luck



Roger Thomas
Chief Fire Officer, *Head of Paid Service*



Our Vision:

**To be a World Leader in
Emergency Response and
Community Safety**

Our Mission:

**To Engage, Connect,
Develop and Inspire people
to deliver an excellent
Service**

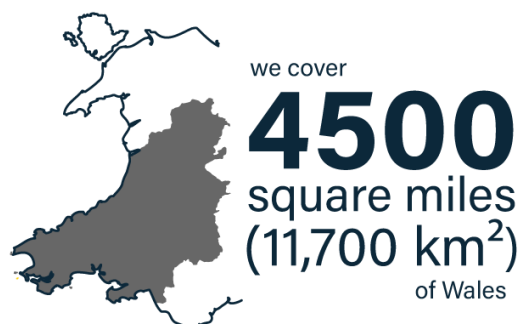
Our Values:

- **Do the Right Thing**
- **Treat People with Respect**
- **Perform with Excellence**





About the Service



The Service was created in 1996 by the Local Government (Wales) Act 1994, following the merger of Dyfed, Powys and West Glamorgan Fire Brigades. Mid and West Wales Fire and Rescue Service covers the following County Council areas:

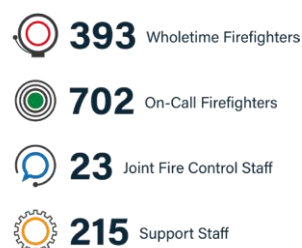


The Service makes up almost two-thirds of Wales, covering a predominantly rural area of 11,700 km² (4,500 square miles), with 650km of coastline. With its Headquarters in Carmarthen, the Service employs 1300 staff, with a little over a 1100 of those based in one of 58 stations spread across three Divisions. The Service has the third highest population sparsity in England and Wales and there are 900,000 people that live within our Service area. This number increases to over 2 million as a result of tourism through the summer months.

It is the third geographically largest Fire and Rescue Service in the United Kingdom, behind the Scottish and Northern Ireland Fire and Rescue Services. This in itself presents a range of different challenges.

There are a variety of risks found within the Service area, ranging from the petrochemical industries in Milford Haven, to the risks associated with heavily populated areas such as Swansea and Neath Port Talbot. There is also a large farming community and many other light industries throughout the area.

These, together with an extensive coastline and inland waterways, form some of the specialised risks found within the Service.





Benefits

Working for the Service opens the door to a whole portfolio of benefits which can enhance your lifestyle both now and into the future.



Competitive rates of pay -
recently reviewed to ensure fairness across all roles; with annual increments to the top of your salary band, as you build knowledge and experience.



Local Government Pension scheme -
A generous pension scheme, with the Service making a substantial contribution (currently 15.2%) to funding your retirement, as well as the option to increase your benefits by purchasing additional pension or investing in Additional Voluntary Contributions (AVC).



Generous Annual leave -
26 Days plus bank holidays, going up to 33 days after 5 years employment.



Flexi Scheme -
Opportunity to flex your working hours to help accommodate life outside of work.



Free on-site parking



Cycle to Work



Staff Discount scheme



Health and Wellbeing

- Access to Blue Light Card discount scheme
- Car Leasing Salary Sacrifice scheme
- Let's Connect IT equipment loan scheme
- Subsidised canteen facilities
- Sports and Social Club
- Firefighters Charity



A Work Environment Shaped by our Values

Committed to Equality and Diversity -

Equality, diversity and inclusion is at the heart of what we do as a Service and are values which sit at the core of our organisational processes, practices and culture.

As a service, we are committed to identifying, understanding, and eliminating all barriers that prevent access to services, information, and employment.

The Service currently has a small number of internal employee networks / forums in place, which play an active role in:

- Championing issues for employees;
- Contributing to the organisation's diversity and inclusion agenda;
- Advising on policy development;
- Improving the work environment for employees



Committed to reducing our Environmental Impact -

We recognise that our operations have an effect on the global and local environment and are committed to minimising adverse environmental impacts within financial, operational and resource constraints.

In our race to Net Zero Carbon Status by 2030, the Service has set itself targets that align with the Welsh Government route map for decarbonisation across the Welsh public sector.

The Service has achieved Level 5 Green Dragon Environmental Standard accreditation for the 8th year in a row.

#CARBONZERO30



Job Profile

Salary: £31,067 – 32,654

About this Job

The Community Safety Coordinator role will support community safety and operational personnel by providing advice and training in relation to the delivery of community safety activities.

They will assist with the quality assurance process within the divisional team and deliver core community safety activities. The post holder will organise resilience cover for Home Fire Safety Number, assist Community Safety Practitioners in referring complex cases to specialist agencies / teams, undertake target hardening and assist the Arson team in the delivery and promotion of Arson initiatives.

The Person

Applicants will have the knowledge and understanding of the Community Safety services and quality assurance processes within the Division /Service and be able to delegate tasks appropriately. They will be confident communicators, have sound judgement and be able to demonstrate a track record of presenting and engaging with the public.

The post holder will have experience of producing and maintaining records and reports and be able to support the management team in the day to day running of the divisional team. They will be prepared to work flexible and / or unsociable hours and foster trust to build constructive working relationships to ensure the promotion of Community Safety messages.

As part of the engagement and delivery aspects of the team the post holder will be expected to work from a range of locations across the Divisional area. Candidates are required to specify which Division(s) they are applying for when submitting applications forms.

Communication Skills

Welsh verbal and written skills Level 1

Safeguarding

The applicant will adhere and commit to Mid and West Wales Fire and Rescue Services Safer Recruitment procedures.



Job Description

TITLE OF POST:	Community Safety Co-Ordinator
RANK/ROLE:	Scale 6
POST REFERENCE:	
LOCATION:	Llandrindod Wells Hub, Northern Division
RESPONSIBLE TO:	Divisional Community Safety Watch Manager
MAIN PURPOSE OF ROLE:	To act as a Community Safety Practitioner with additional responsibilities of providing Quality Assurance, Training, Administration, Partnership support within Divisional Community Safety Teams



SCHEDULE OF RESPONSIBILITIES

RESPONSIBLE TO

1. Support community safety and operational personnel by providing advice and training in relation to the delivery of community safety activities.	Community Safety Watch Manager
2. Manage and ensure maintenance of community safety equipment allocated to their respective Division. Ensure that the relevant Health and Safety provisions and Service Orders governing the use of these items are met.	Community Safety Watch Manager
3. Assist with the Quality Assurance process within the divisional team.	Community Safety Watch Manager / Lead Practitioner
4. Monitor how Community Safety activities are recorded on the appropriate software. This will include the recording of referrals to partners. Prepare reports where necessary to assist with performance management.	Community Safety Watch Manager / Lead Practitioner
5. Assist in embedding newly appointed team members to the Community Safety Department.	Community Safety Watch Manager / Lead Practitioner
6. Deliver core community safety activities. Reasonable flexibility in working hours will be expected to meet the varied needs of the Service. This may involve working evenings, weekends, and Public Holidays for which agreed payment or time in lieu will be made.	Community Safety Watch Manager / Lead Practitioner
7. Organising resilience cover for Home Fire Safety Number.	Community Safety Watch Manager / Lead Practitioner



8. Assisting CS Practitioners in referring complex cases to specialist agencies / teams.	Community Safety Watch Manager / Lead Practitioner
9. Assist with partnership working within division.	Community Safety Watch Manager / Lead Practitioner
10. Assisting the divisional leadership team in the delegation of tasks (referrals / emails / outstanding jobs on CFRMIS).	Community Safety Watch Manager / Lead Practitioner
11. Commit to safeguarding and promoting the welfare of children, young people, vulnerable adults in the wider communities by reporting concerns to Services Safeguarding Officer and / or Safeguarding Team.	Community Safety Lead Practitioner
12. Practice and promote the health and safety policies of the Service within the sphere of responsibility of this job description.	Divisional Watch Manager
13. Undertake Target Hardening and assist the Arson team in the delivery and promotion of Arson initiatives.	Divisional Watch Manager



Personal Specifications

TITLE OF POST:	Community Safety Co-Ordinator
LOCATION:	Llandrindod Wells Hub Northern Division
GRADE:	Grade 6
DEPARTMENT:	Community Risk Reduction, Community Safety

QUALIFICATIONS/VOCATIONAL TRAINING/ COMPETENCES

	ESSENTIAL	DESIRABLE	ASSESSMENT
1. Appropriate Level 3 and / or appropriate experience of Community Safety.	✓		Application form
2. Current Driving Licence	✓		Application form

KNOWLEDGE

3. Knowledge and understanding of the Community Safety services provided within the Division /Service	✓		Application form and Interview
4. Knowledge of Service wide IT packages.	✓		Application form and Interview
5. Knowledge and understanding of the role of the Fire & Rescue Service within the community	✓		Application form and Interview
6. Knowledge and understanding the role of delegation of tasks	✓		Application form and Interview
7. Knowledge and understanding of quality assurance processes within the service		✓	Application form and Interview



EXPERIENCE

	ESSENTIAL	DESIRABLE	ASSESSMENT
8. Proven ability to work effectively on own initiative as well as part of a team including across partnership organisations	✓		Application form and Interview
9. Experience of producing, and maintaining records and reports	✓		Application form and Interview
10. Experience in a similar role within the Community Safety function.	✓		Application form and Interview
11. Experience of assisting in delegating tasks and reporting outcomes to line manager		✓	Application form and Interview

JOB RELATED / PERSONAL SKILLS

12. Ability to work under pressure to tight deadlines	✓		Application form and Interview
13. Enthusiastic and committed approach to providing a quality service	✓		Application form and Interview
14. Experience of addressing and presenting to groups and individuals	✓		Application form and Interview
15. Ability to work well in teams.	✓		Application form and Interview

COMMUNICATION SKILLS

16. English verbal and written skills	✓		Application form and Interview
17. Welsh verbal and written skills Level 1	✓		Application form and Interview
18. Good interpersonal and communications skills at all levels	✓		Application form and Interview



In line with the Service's Recruitment and Selection procedure, a basic disclosure is required as a minimum for all roles.

Certain roles will be subject to increased levels of DBS check, dependent on the duties and responsibilities of the role, and as designated by the relevant Head of Command or Department.

Where a requirement for a higher level of DBS check has been identified the level and justification for this is specified below:

LEVEL: Enhanced

JUSTIFICATION: Working with Children and Adults at risk of abuse and neglect

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PREPARED BY: HR Department

DATE: June 2025



How to Apply

Closing Date: August 7 at 4.30pm

The information provided on the application form is key information that will be used in the short-listing process. It is therefore important that the guidance notes below are followed when completing the application form. This will ensure all the relevant information is available to make a decision on whether you will be short listed for interview. Short listing will involve assessment of the details provided on the application form against the criteria outlined in the Person Specification provided.

Applications will be accepted in other formats where an applicant has difficulty completing the standard form as a result of disability.

What happens after you've sent in your application?

Once we've received your application, we will separate the equal opportunities monitoring form which will not form part of the selection process and will send the application form only to the shortlisting department. We will send an acknowledgement of receipt to all applicants.

Your application will then be assessed against the criteria (in a person specification) and the shortlisting panel will decide whether it can be shortlisted.

If you are not shortlisted for interview, you will be advised in writing, usually within six weeks of the closing date. If you have not heard from us by then, please contact us.

If you are shortlisted for interview, you will receive an email from us usually within 2-3 weeks of the closing date, advising the date, time and location of the interview. The email will also include details of assessment testing which is to be carried out and will contain the documentation which you are required to bring with you, if applicable to the role.



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