



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*



EIN GWELEDIGAETH

I ddarparu'r Gwasanaeth gorau posibl i gymunedau canol-barth a gorllewin Cymru.

OUR VISION

To deliver the best possible service for the communities of mid and west Wales.

#eichgtacgc #yourmawwfrs

BEHAVIOURS

- ✓ Be Accountable
- ✓ Be Respectful
- ✓ Demonstrate Integrity
- ✓ Be Impartial
- ✓ Be Ethical

Candidates will be assessed against these behaviours throughout the recruitment process.

ENABLERS

- 

Our people
- 

Leadership and Management: Governance, decision making and continuous improvement
- 

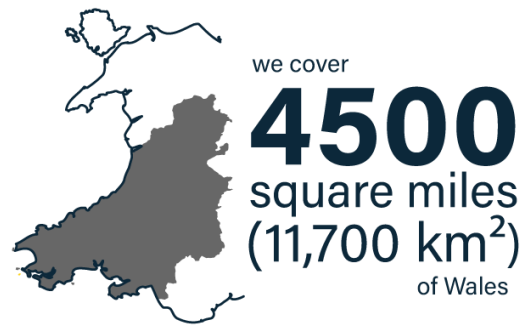
Financial Resilience
- 

Corporate Social Responsibility
- 

Digital and Information Communications Technologies Strategy
- 

Partnerships and Collaboration

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:



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council



Cyngor Sir Gâr
Carmarthenshire
County Council



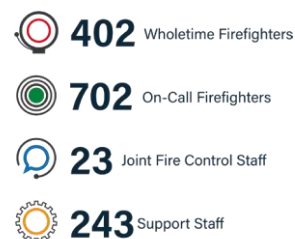
Powys

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
- Sports and Social Club
- Firefighters Charity



A Working 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: Grade 8 £37,280 - £39,142

ABOUT THIS JOB

This temporary role supports the Service in:

- Ensuring compliance with the Wales Safeguarding Procedures.
- Contributing to improved outcomes for individuals and families affected by Violence against Women, Domestic Abuse, or Sexual Violence (VAWDASV).
- Supporting Volunteers who assist the Service in various capacities.

The post is based within the Community Safety Department at Service Headquarters and will:

- Provide resilience for Safeguarding.
- Support Community Safety and Volunteering Activities.

The Service administers 58 fire stations and 1300 staff with a budget of over £63 million. Mid and West Wales provides a beautiful environment in which to live and work, and the opportunity for a high quality of life.

The Person

We are seeking a highly motivated individual who demonstrates a strong commitment to community wellbeing and safety, and a good understanding of how the preventative and engagement agenda can positively influence Community Safety.

They will have the skills and aptitudes to operate effectively at a supervisory level, be a confident communicator, have sound judgement and will be able to demonstrate a track record of engaging with staff, the public and community groups.

The successful person will also have a sound understanding of relevant safeguarding legislation within Wales, and a good understanding of the preventative work that is carried out by Mid and West Wales Fire and Rescue Service.

They will be required to actively generate and assist with the coordination of volunteer activities within the Service area, attending meetings and events as required.

The post holder will keep accurate and comprehensive records and will be prepared to work flexible and/or unsociable hours.



They will foster trust and 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 Service Area

Safeguarding

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



Job Description

TITLE OF POST:	Deputy Safeguarding and Volunteer Officer
RANK/ROLE:	Grade 8
POST REFERENCE:	
LOCATION:	Community Safety Service Headquarters, Carmarthen
RESPONSIBLE TO:	Central Community Safety Lead
MAIN PURPOSE OF JOB:	<p>Assist the Safeguarding Lead Officer in managing safeguarding issues arising within community-based Service activities.</p> <p>Support the delivery of training programs related to Safeguarding and Violence Against Women, Domestic Abuse, and Sexual Violence (VAWDASV).</p> <p>Contribute to Fire Safety Interventions aimed at helping children and young people make positive behavioural changes.</p> <p>Managing the activities of current volunteers who support Community Safety and wider Service activities across directorates,</p>



SCHEDULE OF RESPONSIBILITIES

RESPONSIBLE TO

1. Assist as a specialist resource in the identification, assessment and management of children and adults at risk, promoting collaborative working internally and across partner agencies.	Safeguarding Lead Officer
2. Support the Lead Safeguarding Officer in the training and raising awareness of staff in relation to neglect and abuse of children and adults at risk	Safeguarding Lead Officer
3. Provide support to ensure that all concerns regarding vulnerable adults and children are dealt with and recorded appropriately	Safeguarding Lead Officer
4. Deal with highly sensitive information in line with Data Protection and GDPR requirements and liaise with the Safeguarding lead and Data Protection Officer to ensure compliance.	Safeguarding Lead Officer
5. Liaise and work closely with a wide range of professionals across Health and Social Care regarding safeguarding matters.	Safeguarding Lead Officer
6. Deputise for the Lead Safeguarding Officer at meetings as required	Safeguarding Lead Officer
7. Assist the lead Safeguarding officer in the development and implementation of key performance indicators, including the development of Action plans.	Safeguarding Lead Officer
8. Produce and analyse statistical reports related to all aspects of the Safeguarding process	Safeguarding Lead Officer
9. Providing specialist advice and individual support and supervision to all MAWWFRS employees as necessary on all issues relating to safeguarding children and adults at risk in line with legislation, policies, and good practice	Safeguarding Lead Officer
10. Maintain an in-depth knowledge and understanding of current Safeguarding legislation and guidance.	Safeguarding Lead Officer



Fire setter Intervention	
11. Delivering Fire Safety Intervention Programs to Children and Young People who deliberately set fires. Carry out a Risk assessment for each case to provide a suitable Intervention Program.	Safeguarding Lead Officer
12. Assist the Community Safety Teams to ensure they have the relevant competencies to deliver recognised approved programs. Participate as required in peer review audits and supervision.	Safeguarding Lead Officer
13. Work in partnership with agencies involved in cases, liaise and signpost to relevant partners as necessary.	Safeguarding Lead Officer
14. Keep accurate written case reports on a secure database in line with data protection.	Safeguarding Lead Officer
Volunteer support	
15. Provide guidance and support to Volunteers to enable them to function as safely and effectively as possible	Safeguarding Lead Officer
16. To induct and complete DBS checks for all volunteers. Undertaking risk assessments for positive DBS's and liaising with HR.	Safeguarding Lead Officer
17. To co-ordinate the activities and performance of Service Volunteers and Team Members	Safeguarding Lead Officer
18. To contribute to the delivery of effective community engagement activities organising, co-ordinating and facilitating events	Safeguarding Lead Officer
19. To be responsible for record keeping on the status of Volunteer numbers	Safeguarding Lead Officer



Education and Training	
20. Contribute to the delivery of Safeguarding and VAWDASV Training across the Service, and assist with recording on Service Software	Safeguarding Lead Officer
21. Deliver introduction to Youth Work and Safeguarding training to any staff and volunteers working with our Cadet schemes.	Safeguarding Lead Officer
22. Assist in the delivery of Safeguarding Training to the safeguarding Team and Senior managers within MAWWFRS.	Safeguarding Lead Officer



Personal Specifications

TITLE OF POST:	Deputy Safeguarding and Volunteer Officer
LOCATION:	Service Headquarters, Carmarthen
GRADE:	Grade 8
DEPARTMENT:	Community Safety

QUALIFICATIONS/VOCATIONAL TRAINING/ COMPETENCES

ESSENTIAL

DESIRABLE

ASSESSMENT

1. 5 GCSE's grade C or above, to include Welsh and/or English, and Mathematics	✓		Application form and Certificates
2. Current Full Driving License	✓		Application form

KNOWLEDGE

3. Knowledge and understanding of the services provided within the purchasing and supply environment	✓		Application form and interview
4. Knowledge of Microsoft Word/Excel and various other software packages	✓		Application form and interview

EXPERIENCE

5. Experience in working with community volunteers and co-ordinating volunteering activities		✓	Application form and interview
6. Successful leadership in diverse teams	✓		Application form and interview
7. Experience of working with a multi-agency team or partnership		✓	Application form and interview
8. Experience of financial/budgetary control		✓	Application form and interview
9. Experience in preparing written documents	✓		Application form and interview



10. Experience of delivering training or development	✓		Application form and interview
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JOB RELATED / PERSONAL SKILLS

ESSENTIAL

DESIRABLE

ASSESSMENT

11. IT Skills - competent in Microsoft Packages	✓		Application form and interview
12. A commitment to promoting inclusion in the workplace	✓		Application form and interview
13. Ability to accurately analyse and interpret visual and numerical data	✓		Application form and interview
14. Proven planning, problem solving, decision making and organisational skills in order to manage conflicting demands, and meet deadlines	✓		Application form and interview
15. The ability to deliver complex workloads	✓		Application form and interview
16. Ability to organise and deliver projects using creative solutions	✓		Application form and interview
17. A passion for improving outcomes for those most at risk in the communities	✓		Application form and interview
18. Good presentation skills	✓		Application form and interview

COMMUNICATION SKILLS

9. Welsh verbal skills		✓	Application form and interview
10. Welsh written skills		✓	Application form and interview
11. English verbal skills	✓		Application form and interview
12. English written skills	✓		Application form and interview
13. Good interpersonal skills	✓		Application form and interview



In line with the Service's Recruitment and Selection procedure, a standard 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 Division 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

PREPARED BY: HR Department

DATE June 2025



How to Apply

Closing Date: August 8 2025 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 continue the documentation which you are required to bring with you, if applicable to the role.



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