



Gwasanaeth Tân ac Achub  
Canolbarth a Gorllewin Cymru

Mid and West Wales  
Fire and Rescue Service

# JOB APPLICATION PACK

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[mawwfire.gov.uk](http://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 employ 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



Craig Flannery  
Chief Fire Officer



## EIN GWELEDIGAETH

I ddarparu'r Gwasanaeth gorau posibl i gymunedau canolbarth 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

## ENABLERS



Our people



Leadership and Management: Governance, decision making and continuous improvement



Financial Resilience



Corporate Social Responsibility



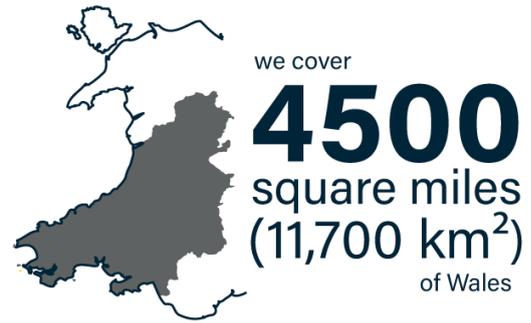
Digital and Information Communications Technologies Strategy



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:



The Service makes up almost two-thirds of Wales, covering a predominantly rural area of 11,700 km<sup>2</sup> (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 Working Environment Shaped by our Values

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## 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 6 £32,067 - £33,699

Full training will be provided on all aspects of fire safety and safeguarding that is required for this role.

This role will be based in Aberystwyth, Northern Division, working mainly in Ceredigion but with the expectation that the successful candidate will support all aspects of Community Safety and Educational Activities across Northern Division (Ceredigion and Powys) when required. A flexible working policy is offered.

The main aim of this role is to provide Fire Safety Education by engaging with Children and Young people to raise awareness of fire safety and risk reduction. Our objectives enable children and young people to:

- Identify fire hazards in and around the home.
- Understand the importance of testing smoke alarms.
- Discuss and plan fire escape routes with their parents or guardians.
- Be empowered to resist peer pressure, in relation to fire crimes such as arson and hoax calls, and to make good decisions based on risk reduction.

A full driving license is essential for this role.

The post holder will also engage with the public by contributing to all aspects of Community Safety work including completing Home Fire Safety visits, attending events and supporting other team members as and when necessary, in accordance with the job description. The role holder will also be expected to undertake all the training necessary to become multi-skilled and to commit to continuous professional development.

## **The Person**

You will have a teaching or training qualification and experience. You will be a team player, flexible and willing to adapt to change. You will have excellent communication skills, both written and verbal, and the ability to adapt your delivery style to suit the needs of the audience. Classroom management skills are essential, as is an excellent grasp of software packages such as Microsoft Outlook, PowerPoint and Word. You will be dependable and organized, professional in your manner, with excellent timekeeping skills and the ability to manage your own workload and to prioritise tasks. You will pay attention to detail and finish tasks within set times. You will be willing to increase your knowledge by committing to Continuous Professional Development. You can work independently but are also a team player. You will understand the importance of the Welsh Curriculum and be able to assist with lesson planning.

More information about the role of the fire service in educating children and young people can be found on our website: [www.mawwfire.gov.uk](http://www.mawwfire.gov.uk)



# Job Description

<b>TITLE OF POST:</b>	Community Education Officer
<b>RANK/ROLE:</b>	6
<b>POST REFERENCE:</b>	
<b>LOCATION:</b>	Aberystwyth, Northern Division
<b>RESPONSIBLE TO:</b>	Watch Manager Community Safety Education Standards Advisor
<b>MAIN PURPOSE OF JOB:</b>	<p>To provide safety education and advice to schools, the Community, and other bodies as appropriate.</p> <p>Provide safety messages including Safe and Well visits to the wider community and other bodies as appropriate.</p> <p>Support the activities of the Community Safety Department across the service area when required.</p>



## SCHEDULE OF RESPONSIBILITIES

## RESPONSIBLE TO

1. To deliver safety education messages across the age and ability range within educational establishments. Including the alternative curriculum – elective home education (EHE) and additional learning needs	Education Advisor
2. Responsible for arranging appointments with schools, prioritizing visits, and keeping clear and accurate records of arrangements. Taking responsibility for any cancelling and rearranging of appointment / visits when necessary.	Education Advisor
3. Advising teachers and members of the public on services that are available, e.g. Fire Setter Intervention Programme, Safe and Well visits and relevant youth interventions	Watch Manager Community Safety
4. Consult with Service's Educational Standards Advisor to ensure quality and consistency of education delivery, and updates on Children and Young People schemes.	Education Advisor Watch Manager Community Safety
5. Consult with Community Safety (CS) Lead Officers, CS Managers, and representatives from partner agencies and public services to ensure safety messages are delivered to children and young people and the wider community.	Education Advisor Watch Manager Community Safety
6. Provide support to fire service initiatives as a secondary role to the education programme.	Watch Manager Community Safety
7. To assist in the delivery of Community Safety in all Divisional areas as directed by the Head of Community Safety. This may involve working weekends, Bank Holidays and evenings, for which either time back or agreed payment will be made.	Watch Manager Community Safety
8. Assist and provide support to stations about community safety in the form of Fetes, Galas, Open Days, Station visits and other community-based events	Watch Manager Community Safety
9. Support partnership events by attending appropriate meetings and to ensure coordination and delivery of safety messages, equipment, resources, and staffing levels when necessary	Watch Manager Community Safety
10. Inform and educate the community to improve awareness of safety issues through delivery of Community Safety talks, undertaking Safe and Well visits and Safe and Well evaluations. Record findings appropriately using the FRS management recording systems to ensure accuracy of audit trail.	Watch Manager Community Safety



11. Ensure Safe and Well procedures and policies are adhered to by training Fire and Rescue Service staff and partner agencies on how to undertake Safe and Well Visits. Consult with CS Manager to ensure quality and consistency of delivery	Watch Manager Community Safety
12. Commit to safeguarding and promoting the welfare of children, young people, and the wider communities by reporting concerns to Services Safeguarding Officer and / or Safeguarding Team.	Watch Manager Community Safety
13. Ensure that the relevant Health and Safety provisions and Service Orders governing the use of Service vehicles and equipment are met. Adhere to all MAWWFRS policies and procedures.	Watch Manager Community Safety
14. Consult with Education Advisor for adequate stock levels of Fire Safety education literature for distribution in schools	Education Advisor
15. Consult with CS Manager for adequate stock levels of CS literature and equipment for distribution out to communities	Watch Manager Community Safety
16. Recording of Community Safety duties, personal timesheets and activities undertaken as directed, on both manual and computer systems	Watch Manager Community Safety
17. Support the Services Education Advisor with the development of education resources and lesson plans	Education Advisor



**MID AND WEST WALES FIRE AND RESCUE SERVICE**

**PERSON SPECIFICATION**

<b>POST TITLE</b>	Community Education Officer
<b>LOCATION</b>	Northern Division
<b>POST NUMBER</b>	
<b>GRADE</b>	6
<b>DEPARTMENT</b>	Community Risk Reduction
<b>DBS CHECK</b>	Enhanced

Please ensure you address each of the following requirements in your Application Form as they will be used for shortlisting purposes. You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge, experience and abilities relevant to the post.

<b>Factor</b>	<b>Evidence</b>	<b>Essential/ Desirable</b>	<b>Assessment Method</b>
<b>Qualifications</b>	Relevant teaching or training qualification and experience e.g. PGCE.  Current valid Driving License	<b>Essential*</b>  <b>Essential*</b>	<b>Certificates</b>
<b>Knowledge</b>	Knowledge and experience of effective classroom management techniques.  Knowledge of the Welsh Curriculum	<b>Essential*</b>  <b>Essential*</b>	<b>Application form and Interview</b>



<b>Experience</b>	<p>Proven ability to work effectively on own initiative as well as part of a team.</p> <p>Proven ability to work effectively to tight deadlines and of accurate record keeping.</p> <p>Relevant experience of teaching or training in a group or classroom setting.</p> <p>Experience of creating learning resources.</p>	<p><b>Essential*</b></p> <p><b>Essential*</b></p> <p><b>Essential*</b></p> <p><b>Desirable</b></p>	<b>Application form and Interview</b>
<b>Job Related / Personal Skills</b>	<p>Ability to use Microsoft packages (Outlook, PowerPoint, Word) and / or other IT applications / software packages.</p> <p>Effective presentation skills in front of an audience of either children and young people or adults, and excellent communication skills.</p> <p>Awareness of Safeguarding requirements.</p> <p>A willingness to further your own development by attending training courses and/or Continuous Professional Development opportunities to increase your knowledge and understanding of the Fire &amp; Rescue Service's role in educating Children and Young People</p> <p>*The post holder must be prepared to undertake relevant training to become multi-skilled, this may include Drill ground training, climbing ladders and fitting battery operated alarms.</p>	<p><b>Essential*</b></p> <p><b>Essential*</b></p> <p><b>Desirable</b></p> <p><b>Essential*</b></p> <p><b>Essential*</b></p>	<b>Application form and Interview</b>
<b>Communication</b>	<p>Confident Welsh written / verbal skills</p> <p>Confident English written / verbal skills</p>	<p><b>Essential*</b></p> <p><b>Essential*</b></p>	<b>Application form and Interview</b>



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 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:**

**PREPARED BY:** HR Department

**DATE REVIEWED:** October 2025



# How to Apply

Closing Date: March 6<sup>th</sup> 2026

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 decide on whether you will be shortlisted 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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