



Gwasanaeth Tân ac Achub  
Canolbarth a Gorllewin Cymru

Mid and West Wales  
Fire and Rescue Service

# JOB APPLICATION PACK

[www.mawwfire.gov.uk](http://www.mawwfire.gov.uk)



# Introduction

Dear Applicant,

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

My vision for our Service is to deliver the best possible service for the communities of Mid and West Wales. 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

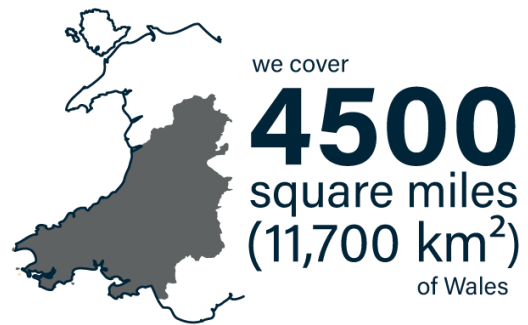


Digital and Information Communications Technologies Strategy



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:



Cyn gor Castell-ne dd Port Talbot  
Neath Port Talbot Council



Cyn gor Sir Gâr  
Carmarthenshire  
County Council



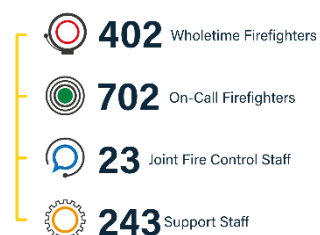
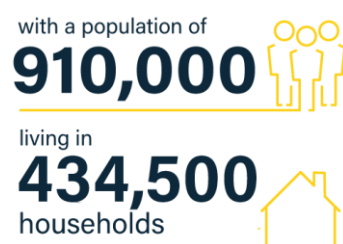
**Powys**

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: £29,540- £31,022 ..

## ABOUT THIS JOB

The role involves generating and delivering Safe and Well Visits and a wide range of Community Safety activities in line with the MAWWFRS strategy.

This post is part-time, working 18.5 hours per week with flexible hours in line with the Service's flexi-time scheme

### The Role

Applicants will have the knowledge and understanding of the Community Safety work that is carried out within the Service and be able to demonstrate flexibility in their approach to completing their tasks. They will be confident communicators, have sound judgement, and be able to demonstrate a track record of presenting and engaging with the public.

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.

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

**Please ensure to demonstrate how you meet the Person Specification in your application**



# Job Description

<b>TITLE OF POST:</b>	Community Safety Practitioner
<b>RANK/ROLE:</b>	Grade 5
<b>POST REFERENCE:</b>	
<b>LOCATION:</b>	Community Safety Hub
<b>RESPONSIBLE TO:</b>	Divisional Community Safety Watch Manager
<b>MAIN PURPOSE OF JOB:</b>	<p>To carry out a wide range of community safety initiatives in line with the Service's strategy.</p> <p>To generate and deliver Safe and Well Visits and provide effective administration of Community safety processes to the community safety team and support wider Community Safety Partnership working.</p> <p>This role will be based within the respective Division; however, there may also be a requirement to support activities in other Divisional areas.</p>





## SCHEDULE OF RESPONSIBILITIES

## RESPONSIBLE TO

1. Inform and educate your community to improve awareness of safety matters by delivering Community Safety advice through undertaking Safe and Well Visits and wider partnership working.	Divisional CS Leadership Team
2. Liaise with other Community Safety departments throughout Mid and West Wales Fire and Rescue Service to ensure continuity of delivery throughout the Service.	Divisional CS Leadership Team
3. Ensure that an adequate stock of Fire Safety literature and all necessary equipment is available for the delivery of Home Fire Safety Visits.	Divisional CS Leadership Team
4. Contribute to Fire Safety solutions through staff initiatives to minimise risk in your community	Divisional CS Leadership Team
5. Recording Community Safety Duties and activities undertaken, this will include comprehensive knowledge of CFRMIS and other appropriate systems. Responsible for ensuring all relevant information is accurately recorded on the CMOD as appropriate. Undertake onward referral to partnership agencies as appropriate.	Divisional CS Leadership Team
6. To take an active role in any community safety initiatives, Inform, educate through the delivery of Community Safety advice.	Divisional CS Leadership Team
7. Practice and promote the health and safety policies of the Service within the sphere of responsibility of this job description.	Divisional CS Leadership Team
8. Promote respect, integrity, trust, honesty, and fairness both within the organisation and in the delivery of services.	Divisional CS Leadership Team
9. Deliver training to staff on CS work and the correct use of CFRMIS	Divisional CS Leadership Team



10. Being aware of Safeguarding policies and procedures regarding Adult at Risk, Child Protection and VAWDASV.	Divisional CS Leadership Team
11. Becoming aware of the signs and symptoms of abuse by attending relevant courses	Divisional CS Leadership Team
12. Reporting all causes for concern to the Safeguarding Team	Divisional CS Leadership Team
13. Undertake Target Harding and assist the Arson team in the delivery and promotion of Arson initiatives	Divisional CS Leadership Team



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

### **PERSON SPECIFICATION**

<b>POST TITLE</b>	Community Safety Practitioner
<b>LOCATION</b>	Community Safety Hub- Aberystwyth
<b>POST NUMBER</b>	
<b>GRADE</b>	Grade 5
<b>DEPARTMENT</b>	Community Risk Reduction, Community Safety
<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>	A suitable level of education (Level 3 QCF qualification minimum)	<b>Essential*</b>	<b>Application form and Certificates</b>
	Current driving license	<b>Essential*</b>	
<b>Knowledge</b>	An understanding of the preventative work conducted by the Blue Light / Emergency Services, and the associated social and economic benefits	<b>Essential*</b>	<b>Application form and Interview</b>
	Knowledge and understanding of the role of the Fire & Rescue Service within the community	<b>Essential*</b>	



<b>Experience</b>	Proven ability to work effectively on own initiative as well as part of a team including across partnership organisations	<b>Essential*</b>	<b>Application form and Interview</b>
	Experience of producing, and maintaining records and reports	<b>Essential*</b>	
	Experience in a similar role within the Community Safety function.	<b>Essential*</b>	
	Experience of addressing and presenting to groups and individuals	<b>Essential*</b>	
<b>Job Related / Personal Skills</b>	Proven planning, problem solving, decision making and organisational skills in order to manage conflicting demands, and meet deadlines	<b>Essential*</b>	<b>Application form and Interview</b>
	Enthusiastic and committed approach to providing a quality service	<b>Essential*</b>	
	Value, respect and promote equality and diversity with a focus on contributing to a positive workplace environment.	<b>Essential*</b>	
	IT Skills, competent in Microsoft Packages	<b>Essential*</b>	
<b>Communication</b>	English verbal and written skills	<b>Essential*</b>	<b>Application form and Interview</b>
	Welsh verbal skills	Desirable	
	Good interpersonal skills	<b>Essential*</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:** ..Likelihood of working with vulnerable groups for at least 3 days in a month.....

**PREPARED BY:** A Griffiths

**DATE REVIEWED:** 23 July 2025



# How to Apply

Closing Date: 16 February

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 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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