

ADMINISTRATIVE APPRENTICESHIP X2 (2 year fixed term contract, September 2020 - end of August 2022)

***Community Safety and Partnerships x1**
Corporate Support x1

GRADE 1

SALARY: £17,364 per annum

(Please note that all salaries are subject to job evaluation)

Are you interested in starting a career in Administration? Are you enthusiastic, organised and interested in getting paid work experience whilst obtaining recognised qualifications? This is a 2 year position in which you will undertake Administrative activities based at our Headquarters in Llantrisant.

The Apprenticeship will give you the opportunity to:-

- Gain administrative experience with a reputable employer in a large organisation
- Develop work related skills that will increase your employment possibilities for the future
- Achieve Level 2 and 3 Apprenticeship qualifications in your area of specialism

This Apprenticeship is all about giving you the opportunity to develop valuable work related skills and experiences. We are committed to helping you get ahead. We recognise that starting a new job can be both exciting and daunting, we will assist each new apprentice by providing:-

- An Induction, designed to help you get to know and understand how we work
- A range of work experiences within your area of specialism
- A Mentor, to provide support as you progress through your Apprenticeship
- Guidance on applying for Jobs and competing within recruitment processes

Please Note: Availability of Apprenticeship qualifications for the 2020 – 2021 Academic year will be determined by the Welsh Government in accordance with Covid-19 Guidelines. The Service will endeavour to provide a high quality learning experience to the successful applicant and may seek alternative routes of training and qualification where required.

The benefits of working with us include:-

- On-site gym facilities
- Local Government Pension Scheme
- Free car parking on-site
- Access to the Services benefits and welfare schemes
- 25 days annual leave plus bank holidays

Candidates who wish to be considered:-

- Cannot already hold a higher or conflicting qualification in the same subject area
- Cannot be undertaking any other government funded qualification

Welsh Language Skills: We are committed to being able to support the rights of Welsh speakers to receive quality services through the medium of Welsh and as such it is desirable that the successful candidate can speak Welsh and is willing to do so within their day to day work.

Welsh language skills are **Essential** for the *Community Safety and Partnerships Apprenticeship, for further details regarding this please refer to the Job Description and Person Specification.

All employees of the Service are required to observe and promote the Service's **Core Values**:

Professional
Caring
Respectful

Dedicated
Trustworthy
Dynamic

Disciplined
Resilient

An Application Form, Person Specification and Job Description can be downloaded from the 'Working for us' pages of our website www.southwales-fire.gov.uk the closing date for receipt of applications is **12:00, mid-day, 27/07/2020.**

Completed Application Forms should be returned to: The Recruitment and Resourcing Team, South Wales Fire & Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX.

Job Applications during COVID-19 Pandemic

We are unable to accept Job Applications delivered in person to any of our premises until further notice. Applications should be submitted by email or post. Please ensure that you apply sufficient postage for the size and weight of your Application and allow extra time as postal services are currently under significant pressure.

To safeguard our Staff and Job Applicants we have made adjustments to our Recruitment processes and will be using E-mail, Telephone, Internet and Video Link to communicate with our applicants, hold Interviews and Assessments and carry out Pre-employment Checks. Candidates will be updated on the progress of their Applications at the Shortlisting, Selection and Pre-employment stages. For further information please refer to the COVID19 page on our website: <https://www.southwales-fire.gov.uk/newsroom/news/covid19-position/>

We thank you for your patience and co-operation at this very challenging time.

The Recruitment and Resourcing Team

The successful candidates will be subject to a satisfactory Disclosure and Barring Service check and be required to undertake a Drug and Alcohol Test prior to an appointment being made.

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 favorably.

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.