



SOUTH WALES FIRE & RESCUE SERVICE

COMMUNICATIONS ASSISTANT

37 HOURS PER WEEK

GRADE 5

SALARY: From £22,369 to £22,777 per annum

The ability to speak Welsh is essential for this post.

An exciting opportunity has arisen to appoint a Communications Assistant within the Service Performance and Communications Department, based at South Wales Fire and Rescue Service Headquarters.

The successful candidate will join a team that is responsible for the internal and external communications for the Service. They will have the ability to maintain a confident and resilient attitude in highly challenging situations and be able to communicate through the medium of Welsh. The successful applicant will have an understanding of communications techniques and have the ability to communicate effectively, both orally and in writing, to a range of different audiences.

The main duties of the post will include:

- Supporting key campaign launches and/or engagement events that promote the Service's objectives and messaging, by attending alongside other members of the team and other departments within the organisation.
- Attending and supporting events organised by the organisation in order to attract talent to the Service and the range of opportunities on offer.
- Assisting with the design, creation, circulation and analysis of surveys used by the organisation to gather information.
- Assisting with the delivery of consultation events, along with other members of the Media Relations & Communications team.
- Establishing and maintaining the team's image library.
- Assisting with the collation process for the Service's internal newsletter and working to draft and finalise content in conjunction with other team members, before approval by the Media Relations & Communications Manager.
- Assisting with the scheduling of Social Media content.

Application Forms should be completed online through our e-recruitment system, which can be accessed via our website: <https://www.southwales-fire.gov.uk/working-with-us/latest-vacancies/>



If a paper version is required, please email: personnel@southwales-fire.gov.uk

The closing date for application forms is **15/06/2023 at 12:00 midday.**

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 favourably. Candidates successful at the Shortlisting stage will be given the opportunity to confirm their language preference for interviews and assessments (including paperwork, verbal introductions, and interview questions). Arrangements will be confirmed following invitation to interview and may include Translation and/or Simultaneous Translation.

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.

