



Gwasanaeth Tân ac Achub
Canolbarth a Gorllewin Cymru

Mid and West Wales
Fire and Rescue Service



JOB APPLICATION PACK

www.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 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



A stylized, handwritten signature in black ink that reads "Craig Flannery".

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 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
- Subsidised canteen facilities
- 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 6 - £32,061 - £33,699

ABOUT THIS JOB

Mid and West Wales Fire and Rescue Service is seeking applications from individuals for the role of Temporary Wellbeing Coordinator within the HR Department based at Service Headquarters, Carmarthen. This is a 2 year temporary role.

The Role

We are seeking a proactive and organised individual to help drive the delivery of Mid and West Wales Fire and Rescue Service's Wellbeing Strategy and Action Plan. In this pivotal role, you will coordinate wellbeing initiatives across the Service, support the Wellbeing Working Group, and lead on campaigns, events, and activities aligned with our seven wellbeing pillars. You will collaborate closely with internal teams and external partners to promote a culture of health, resilience, and inclusion, while collecting and analysing wellbeing data to inform continuous improvement. The role also involves developing resources, maintaining wellbeing communications, supporting managers with practical guidance, and ensuring our wellbeing provision meets the diverse needs of our workforce. This is an exciting opportunity to make a meaningful impact on staff wellbeing across the organisation.

This is a full-time post working 37 hours per week with flexible hours in line with the Service's flexi-time scheme.

Enquiries

For further information regarding this post, please contact HR Manager, Lizzie Jones on lizzie.jones@mawwfire.gov.uk



Job Description

TITLE OF POST:	Wellbeing Co-ordinator
RANK/ROLE:	Grade 6
POST REFERENCE:	
LOCATION:	Service Headquarters, Carmarthen* *Post requires regular travel throughout the Service area.
RESPONSIBLE TO:	HR Manager – Occupational Health & Wellbeing
MAIN PURPOSE OF JOB:	To coordinate and support the delivery of the Mid and West Wales Fire and Rescue Service's Wellbeing Strategy and Action Plan. The post-holder will coordinate implementation of wellbeing initiatives across the Service and assist with the monitoring, and evaluation of these. The post-holder will work collaboratively with internal departments and external partners to promote a culture of health, resilience, and inclusion.



SCHEDULE OF RESPONSIBILITIES

RESPONSIBLE TO

Support the implementation of the Wellbeing Strategy and Action Plan.	HR Manager – Occupational Health & Wellbeing
Co-ordinate the Wellbeing working group and prepare quarterly reports for the group and other governance groups.	HR Manager – Occupational Health & Wellbeing
Coordinate wellbeing campaigns, workshops, and events aligned with the seven wellbeing pillars.	HR Manager – Occupational Health & Wellbeing
Liaise with internal teams to ensure joined-up delivery of wellbeing services.	HR Manager – Occupational Health & Wellbeing
Develop, maintain and present reports on wellbeing metrics and dashboards to in	HR Manager – Occupational Health & Wellbeing
Collect and analyse data on wellbeing activity uptake, staff feedback, and impact.	HR Manager – Occupational Health & Wellbeing
Promote wellbeing initiatives through internal communications and social media.	HR Manager – Occupational Health & Wellbeing
Champion inclusive wellbeing practices that reflect the diverse needs of staff.	HR Manager – Occupational Health & Wellbeing
To work closely with the Mental Health and Wellbeing Adviser to support line managers with tools and guidance to foster wellbeing in their teams.	HR Manager – Occupational Health & Wellbeing
Assist in the creation of wellbeing toolkits, guidance documents, and training materials.	HR Manager – Occupational Health & Wellbeing



Maintain and update the Wellbeing Intranet page and related resources.	HR Manager – Occupational Health & Wellbeing
Identify gaps in provision and recommend improvements or new initiatives.	HR Manager – Occupational Health & Wellbeing
Attend relevant committees and working groups.	HR Manager – Occupational Health & Wellbeing
Collaborate with external wellbeing providers and charities.	HR Manager – Occupational Health & Wellbeing
Support the performance management of wellbeing related contracts and services.	HR Manager – Occupational Health & Wellbeing
Any other duties relevant to the grade	HR Manager – Occupational Health & Wellbeing
Commit to safeguarding and promoting the welfare of children, young people, and adults at risk of abuse and or neglect in the wider communities by reporting concerns to the Services Safeguarding Officer and/or Safeguarding Team. Safeguarding Team	Safeguarding Team



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MID AND WEST WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

POST TITLE	Wellbeing Coordinator
LOCATION	Service Headquarters, Carmarthen* *Post requires travel throughout the Service area.
POST NUMBER	
GRADE	6
DEPARTMENT	Human Resources
DBS CHECK	Standard

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.

Factor	Evidence	Essential/ Desirable	Assessment Method
Qualifications	Qualification in mental health and/or wellbeing provision or relevant equivalent work experience in a mental health service A current full driving licence and / or able to travel to various work locations	Desirable Essential*	Application form and Certificates
Knowledge	Have an understanding of the work of a Fire & Rescue Service, or similar emergency service An understanding of and the ability to use statistical Information and dashboards Have an understanding on Wellbeing strategies, initiatives and campaigns or similar	Desirable Essential* Essential*	Application form and Interview



Experience	<p>Experience of co-ordinating the implementation of wellbeing initiatives and campaigns or similar</p> <p>Experience of co-ordinating a team of individuals and managing shared workloads</p> <p>Proficiency in Microsoft Office packages and various other software packages</p> <p>.</p>	<p>Essential*</p> <p>Essential*</p> <p>Essential*</p>	<p>Application form and Interview</p>
Job Related / Personal Skills	<p>Be able to communicate effectively, with confidence in order to establish trust and maintain confidentiality</p> <p>The ability to work under pressure to tight deadlines, often having to prioritise to meet unexpected or changing workload</p> <p>Ability to work on own initiative</p> <p>Enthusiastic and committed approach to providing a quality service</p> <p>Demonstrable experience in supporting and motivating team members towards successful outcomes.</p> <p>The ability to advise, influence and persuade others, often at senior levels</p> <p>The ability to interpret and extract relevant information from various sources, and turn complex material into succinct, relevant and engaging reports</p>	<p>Essential*</p> <p>Essential*</p> <p>Essential*</p> <p>Essential*</p> <p>Desirable</p> <p>Essential*</p> <p>Essential*</p>	<p>Application form and Interview</p>
Communication	<p>English verbal skills</p> <p>English written skills</p> <p>Welsh verbal skills</p> <p>Welsh written skills</p> <p>Ability to communicate with colleagues at all levels</p> <p>Ability to prepare and present confidently to professional audiences</p>	<p>Essential*</p> <p>Essential*</p> <p>Desirable</p> <p>Desirable</p> <p>Essential*</p> <p>Essential*</p>	<p>Application form and Interview</p>



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: Standard

JUSTIFICATION:

PREPARED BY:

DATE REVIEWED:



How to Apply

Closing Date: 11 March 2026 at 1630pm

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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