

ROYAL BERKSHIRE FIRE AND RESCUE SERVICE

Job Profile Green Book [F600]

Job Title	Summer Internship Scheme Intern		
Post Reference		Temporary/Permanent	Temporary - Internship
Grade	N/A - £10.66/hour	Hours	30 per week (9:30-4pm)
Reports to	Various		
Line Management responsibilities (Direct and Indirect)	N/A		
Directorate/ Department	Various		
Location	Royal Berkshire Fire and Rescue Service (RBFRS), Headquarters, Calcot, Reading		
Politically restricted	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Level of DBS Check Required	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> Enhanced (with barred Child) <input type="checkbox"/> Enhanced (with barred Adult)		

Main Purpose of the Job

For all interns, the main purpose of the role is to gain experience of the variety of activities involved in the running of a modern fire and rescue service, and to undertake work in their allocated department to support the organisation with the delivery of these activities and services.

Interns will also undertake learning and development activities relating to various aspects of workplace and careers skills, in order to enhance their own development and support their progress with any variety of future career or education ambitions they may have.

A broader purpose of the role is to gain exposure to different departments and sites within RBFRS, in order to gain a full understanding of the range of activities and opportunities that exist within the organisation. In addition, interns will participate in evaluation and reflection activities, within which they will be able to offer views and perspectives on their experiences of the organisation.

Up to four placements are being offered as part of the Summer Internship Scheme, located at Royal Berkshire Fire and Rescue Service (RBFRS) Headquarters.

Successful applicants will spend time with different departments at RBFRS Headquarters, Calcot, Reading as well as time at Fire Stations across the county.

The list below is an example of the departments applicants will be placed on a rotational basis (two weeks with two departments and one week spent visiting Fire Stations across Berkshire). Please note applicants will be notified the final list of departments prior to the

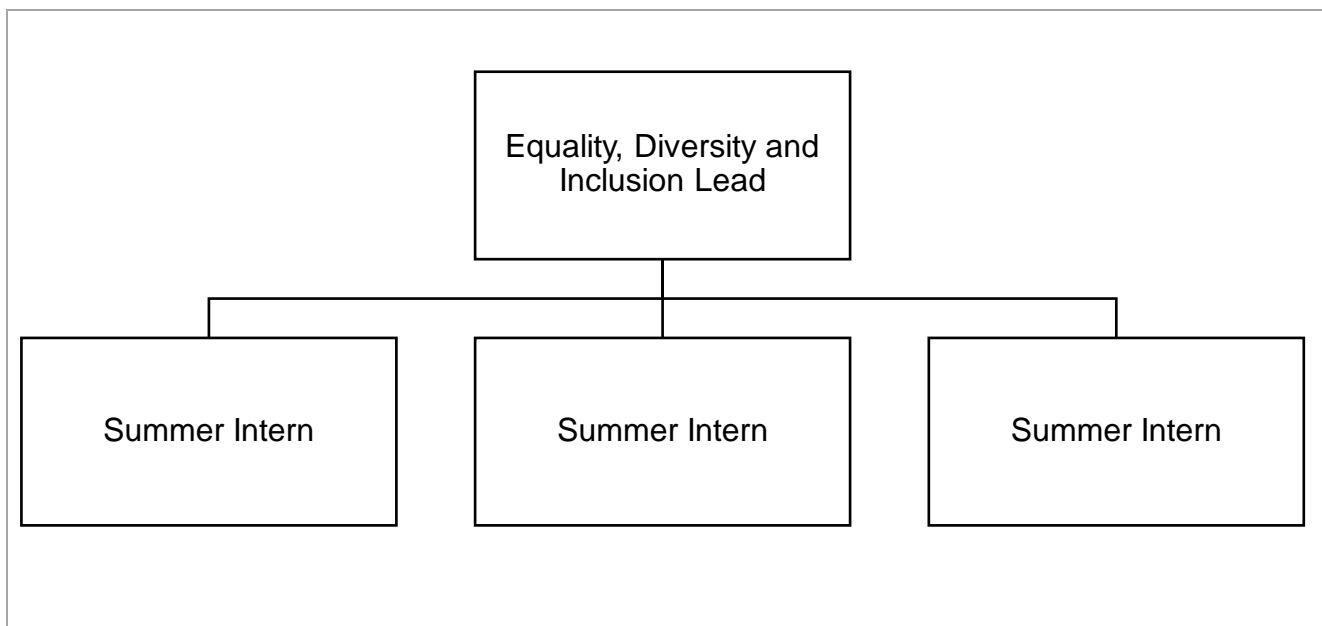
advertised start date of the scheme and we will do our best to match interns to the departments that they have the most interest in.

Department	Possible Tasks
<p>Safety Education</p> <p>This team is responsible for educating, providing support and raising awareness to children and young people throughout Berkshire. By providing interactive engagement via various interventions, we aim to reduce risk to children, young people, their families and firefighters to provide an overall safer community with regards to fire, water and road safety.</p>	<p>Assisting with creating and making educational resources for children, young people and adults.</p> <p>Assisting with special educational needs resources.</p> <p>Assisting with creating Volunteer resources (different languages/guidance packs).</p> <p>Completing a kit itinerary for the Fire Cadet programme in between cohorts and units with the Fire Cadet Lead.</p> <p>Helping to design a children and young people safeguarding training.</p>
<p>Business Support</p> <p>This team is responsible for providing strategic support to the Senior Leadership Team, Protection and Prevention as well as general support across the organisation.</p>	<p>Administrative Tasks: Create documents, take stock, order stationary, an maintain office supplies.</p> <p>Meeting Assistance: Set up meeting rooms, create agendas, take minutes and maintain A&D logs.</p> <p>Support Services: Assist the team with answering enquiries, support internal and external communications, and assist with data entry.</p> <p>Event Planning: Assist in organising events, participating in Project Team meetings, and conducting research for future events.</p>
<p>Communications and Engagement</p> <p>This team is responsible for communicating with colleagues across organisations and with our communities, particularly via the media and social media.</p>	<p>Liaise with the media dealing with queries and supporting requests for data, pictures and information in a timely manner.</p> <p>Support the Service's social media presence, including the sourcing and frequent updating of content, monitoring of activity, evaluating impact and dealing with any customer enquiries.</p> <p>Monitor incidents and draft media statements.</p> <p>Produce content for the Service's internal magazine, intranet and external website.</p> <p>Editing of videos and projects.</p>

<p>Training and Development (R+D)</p> <p>This team is responsible for training and development, procurement and delivery of external courses and the development and design of internal courses for operational and non-operational staff.</p>	<p>Support the design and development of online learning packages for RBFRS staff.</p> <p>Carry out workplace observations for operational staff in development.</p> <p>Monitor and process course bookings and arrange courses.</p> <p>Prepare course documents and set up courses.</p> <p>Review and update course documents and templates.</p>
<p>Programme Office</p> <p>This team support the planning, delivery and evaluation of a range of projects across the organisation. You will be supporting various activities by completing research and analysis of information to help with our consultation and surveys</p>	<p>Update various documents</p> <p>Create templates to support our project process</p> <p>Support Project Manager with their project planning, by attending meetings and tracking of actions using Excel and MS 365</p> <p>Learn about our project process.</p> <p>Quality checking</p> <p>Production of process maps</p> <p>Perform desk top research</p>
<p>Facilities Team</p> <p>The Facilities team is responsible for maintaining secure, safe and functional working environment within the RBFRS estates portfolio. This team provides administrative, customer service and business support to the Facilities department.</p>	<p>Front Desk: Meet and greet internal/ external clients, supporting with incoming and outgoing post.</p> <p>Room Management: Meeting Room bookings, catering orders.</p> <p>Support fire alarm testing and fire drill evacuations.</p> <p>Collating catering orders and liaising with the catering supplier.</p> <p>Triage of incoming defects from all stations and HQ and sending to contractor.</p> <p>Accompany the maintenance team when attending sites repairing defects.</p> <p>Accompany the Facilities team when attending sites to manage defects and requests for works.</p> <p>Attending Facilities Contract meetings.</p>
<p>Capital Projects</p> <p>The Capital Projects team is responsible for supporting, planning, delivering, and</p>	<p>Accompanied site visits to RBFRS stations and properties.</p> <p>Attendance at project and team meetings.</p>

<p>evaluating Property Capital Projects across the organisation. These projects include new builds and refurbishment of the Estate buildings and delivery of the RBFRS Sustainability Strategy.</p>	<p>Assisting with administrative tasks including diary coordination (for meetings, site visits, contractor discussions),</p> <p>Obtaining quotes from contractors and general email correspondence with internal and external project stakeholders.</p> <p>Assistance with project planning and project management.</p> <p>Assistance with development of project comms.</p>
<p>Business Information and Systems (Technical Projects)</p> <p>The Technical Projects Team is responsible for delivering projects and programmes, ensuring our people are equipped and ready to take on new ways of working, while ensuring the technical aspects are being delivered effectively too. This includes changes to existing solutions, e.g. the Microsoft suite of tools/Microsoft 365, as well as replacing some of our business-critical systems. Process improvements, data and technology are all part of the scope of our work.</p>	<p>Attending workshops/meetings, taking actions and notes. Inputting to key project documentation.</p> <p>Coordinating activity – this may include the testing of new solutions, or training.</p> <p>Supporting requests for change using the Microsoft tooling.</p> <p>Supporting colleagues in identifying better ways of working utilising Microsoft apps including lists, forms, power automate etc.</p>

Organisational Structure



Key Responsibilities and Deliverables:

Interns will have no budgetary or line management responsibility.

Specific tasks assigned will vary depending on the department to which the intern is allocated.

Main Duties:

- 1) To experience the work of a fire and rescue service by visiting different departments across the organisation, in addition to operational fire stations.
- 2) To participate in learning activities, including training sessions and skills workshops for personal development.
- 3) To participate in evaluation and feedback activities; identify and share ideas for change and improvement based on their experience of the Service where appropriate.
- 4) To communicate with different teams across the service as required and learn about the transferable skills required in different roles.
- 5) To attend meetings to gain an insight into how decisions are made and how teams work together across the organisation.

To support allocated departments to complete activities in the relevant subject area as required, working with colleagues to learn about the work of the team or department.

Person Specification

Knowledge, skills and experience	On recruitment	After Training
Ability to work in a team	X	
Good communication skills	X	
Enthusiastic and motivated learner	X	

Value and encourage inclusion	X	
Share views on change and improvement	X	
Ability to prioritise and work to deadlines	X	
Leadership – To be able to demonstrate the behaviours and values of RBFRS Behavioural Competency Framework (link attached)	X	

Other Requirements

Interns will be asked to arrange their own transport to and from RBFRS, Headquarters, Reading, and may be required to do so for any additional sites they visit during their internship. Location information will be provided in advance as part of the internship timetable to support individuals in planning their journeys. However, the Service is committed to supporting all successful applicants as far as reasonably possible to participate fully in the scheme, and we will therefore seek to work with interns to identify alternative arrangements where transport requirements are a barrier to participation.

RBFRS Behaviours	
RBFRS Behaviours are contextualised into 4 levels. The level this role operates within is identified below	
<ul style="list-style-type: none"> • Leading Yourself <input checked="" type="checkbox"/> • Leading Others <input type="checkbox"/> • Leading the Function <input type="checkbox"/> • Leading the Service <input type="checkbox"/> 	
Personal Impact	Comply with all finance and procurement policies, procedures and practices, demonstrating the highest levels of integrity at all times. Adhering to the RBFRS code of Conduct and related policies. Take responsibility for your own performance (including personal fitness) and participate positively in development activities.
Working Together	Promote and adhere to the Service’s policies on equality and fairness. Value the contributions of a diverse workforce and respond to the different needs of individuals and group. Ensuring familiarity of Safeguarding Policy and practice. Contribute to the development of others.
Delivering Quality and Service	Treat members of the public with respect. Respond to the different needs of individuals and groups within the organisation and in the community.
Organisational Effectiveness	Uphold and promote the values of RBFRS complying with the required standards of conduct, integrity and behaviour. Demonstrate commitment to helping the service achieve its corporate commitments and vision.
Health, Safety and Wellbeing	Practice and promote the Services policies to support the health and safety of themselves and their colleagues and anyone else who may be affected by their actions.

Profile prepared by:	Claudia Trott – Equality, Diversity and Inclusion Lead		
Approved by:	Deputy Chief Executive/Director of Corporate Services		
Profile Effective from:	22/01/2025	Last reviewed:	22/01/2025
Post holder name:		Signature:	
		Date:	