

Fire Support Volunteer



South Yorkshire
Fire & Rescue

WORKING FOR A SAFER
SOUTH YORKSHIRE

Admin Support Community/Legislative Fire Safety

Role Profile

Do you have some spare time? Would you like to assist South Yorkshire Fire and Rescue?

Then why don't you consider becoming a Fire Support Volunteer in our community/legislative fire safety department based at our Head Quarters in Sheffield?

The aim of this volunteer role is to provide help and support to the administration staff within the Community Fire Safety & Technical Fire Safety department.

Role Description

The fire service requires volunteers to **assist** with

- File thinning and scanning information onto the database
- Shredding of old documents
- Data cleansing including updating premise details on files
- If required answer the hotline telephone and deal with queries from members of the public
- If required listen to messages on the answer phone and deal with appropriately

Skills & experience required for the role

- Good oral communication skills
- Computer literacy and good typing skills
- Accuracy and attention to detail
- Ability to use own initiative but also know when matters need to be referred to a supervisor

Hours

To be discussed

Interested?

For more information or an application pack contact the Fire Support Volunteer Coordinator by Telephone on 0114 2532413 or e-mail volunteers@syfire.gov.uk or by post to South Yorkshire Fire & Rescue, Community Safety Department, 197 Eyre Street, Sheffield. S1 3FG.