**TYNE AND WEAR FIRE AND RESCUE SPORTS AND WELFARE CLUB**

 **SPORTS AND WELFARE ADVISOR**

 **£23,111 PRO RATA (3 DAYS PER WEEK)**

TWFRS Sports and Welfare are responsible for organising activities and services provided to members of the Service and their families. This role will manage and develop the function to deliver our Service.

This is a critical role in helping shape and develop the culture of the Service and as such, we are seeking to appoint an enthusiastic member of the team to help drive future activities.

**Required Skills/Experience:**

* Use a variety of ICT software packages
* Manage a team, with responsibility for both people and processes
* Prepare and produce comprehensive reports and documents
* Deliver presentations
* Demonstrate excellent interpersonal skills to enable liaison at all levels
* Work confidentially
* Work on own initiative and as part of a team
* Demonstrate excellent organisation skills
* Administration of Social Media platforms

**Knowledge of**

* Emergency Services policies and procedures
* Insurance schemes and renewals
* Fundraising practices

Closing Date: 7 June 2018

Interviews: Week Commencing 11 June 2018

Please visit <https://www.northeastjobs.org.uk> to apply for this role

We positively welcome applications from all individuals within the community particularly those who are from under-represented groups.