



**CAMBRIDGESHIRE
FIRE & RESCUE SERVICE**

**MAKE A
DIFFERENCE.**

**BE THE
DIFFERENCE.**

PROGRAMME OFFICER

**PREVENT
PROTECT
RESPOND**

A message from our **Chief Fire Officer**



Thank you for considering a role with Cambridgeshire Fire and Rescue Service.

At CFRS, our purpose is simple and meaningful: to protect, prevent, and respond. Whether you're working on the frontline or in a professional support role, this shared mission connects every member of our team. It's what drives us to keep communities safe, reduce risk, and be there when it matters most.

Being part of CFRS, regardless of the role you play, is more than responding to emergencies. It's about making a difference every day, being part of something bigger and contributing to a Service that people trust and value.

We're proud of the culture we've built. In our most recent engagement survey, 88% of our people said they're proud to work for CFRS, and 84% agreed that everyone is welcome. Our teams describe the organisation as welcoming, supportive, and inclusive and we work hard to make that a reality, every day, for everyone.

People join CFRS for different reasons - whether it's a desire to help others, give back to the community, develop new skills, or be part of a close-knit team. Whatever your motivation, you'll find a place here where your contribution matters and where you're supported to grow and thrive.

If you share our commitment to protecting people, preventing harm, and responding with care and professionalism, we'd be proud to have you as part of our team.

Matthew Warren

A handwritten signature in black ink, appearing to read 'Matthew Warren', written in a cursive style.

Chief Fire Officer

Our values

Being part of CFRS means joining a team that cares - about the work we do, the people we serve, and each other.

Our Service Values of Welcoming, Respectful and Professional are not just words. They shape how we treat one another, how we serve our communities, and how we carry out our work each day.

We welcome difference, treat people with respect, and take pride in doing things properly. Whether you're responding to an emergency, delivering fire prevention advice, or supporting others behind the scenes, these values guide how we protect people, prevent harm, and respond when it matters most.

If our values connect with you and you're looking for a career where your contribution matters, you'll thrive in a role that's built on trust, respect, and purpose.

Values and Behaviours



 Welcoming	 Respectful	 Professional
I am welcoming and inclusive.	I treat everyone with dignity and respect.	I always act with integrity and am accountable for my behaviour, actions and words.
I consider and support my colleagues' wellbeing.	I embrace diversity and difference.	I communicate clearly and listen attentively.
I appropriately address language and behaviours that are not in line with our values.	I am mindful of my impact on others.	I am open and receptive to feedback.

What we do

At CFRS, our purpose is clear and powerful: to protect people, prevent harm and respond when we're needed most. It's more than a saying - it shapes everything we do.

- Protect – We work with our communities to identify and reduce risks, safeguard vulnerable people, and support resilience across homes, businesses, and public spaces.
- Prevent – Through education and outreach, we aim to stop incidents before they happen - from fire safety visits to road safety campaigns and community engagement.
- Respond – When emergencies do happen, we act swiftly and professionally - whether it's fires, road traffic collisions, floods, or other incidents.

This purpose unites everyone at CFRS - from firefighters on the frontline to those behind the scenes. No matter your role, you'll be helping to deliver a trusted public service that saves lives, reduces harm, and supports our communities to thrive.

Prevent

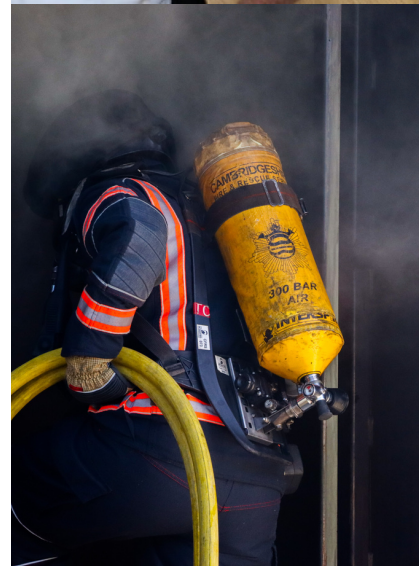
We're always available to respond if there's an emergency, but our work focuses on stopping fires from happening in the first place. Our community safety work is a priority and we help those most at risk of a fire in the home.

Protect

It's not just in the home where fire safety is important. All non-domestic premises by law must have fire risk assessments carried out by the owners or a responsible person. This is to ensure that employees and any visitors are as protected as they can be from fire and that they could evacuate safely.

Respond

Our crews of highly trained firefighters are ready to respond when needed - not just to fires, but to a wide range of emergencies. Each year, we attend around 1,500 fires, 400 road traffic collisions, and over 600 other incidents, including flooding, animal rescues, chemical spills, and water rescues.



JOB DESCRIPTION: **PROGRAMME OFFICER**

DEPARTMENT: PROGRAMME AND PROJECT OFFICE

Responsible to: Programme Office Manager

Responsible for: n/a

Job Purpose:

To contribute to the planning, management and delivery of the change programmes and projects within Cambridgeshire Fire and Rescue Service.

To develop and provide training and coaching to contribute towards the development of greater project management capacity within the organisation.

To develop and promote appropriate professional disciplines which support and deliver effective project management across the organisation.

Date of last review: 02/2024 Salary grading: SO2

Main Duties and Accountabilities

- Take the lead responsibility for the management of the project start up phase for allocated projects, including the drafting of Project Brief/Business Case documents and assisting Project Managers with Options Appraisals and facilitating project Start-up meetings/workshops.
- Ensure that the CFRS Programme and Project Governance structure is appropriately applied within Projects and to support the audit programme to ensure compliance.
- Develop, implement and maintain key project documentation to include risk log; project plans; project issues log; project change log; lessons learned registers, to support Project Managers in ensuring an accurate audit trail of projects is maintained at all times.
- Provide training, advice and support on the application of project management methodology, including development, implementation and maintenance of project documentation; helping to explore and define the project approach, reporting and decision making in accordance with CFRS governance framework.
- Manage effective communications and contribute to consultation with managers, staff and stakeholders, including taking responsibility for development and maintenance of intranet pages to ensure clear communication about the programme, current projects, and governance framework.
- Provide support to the Programme Board to include the preparation of agendas; collation and reporting of required information to enable the effective control, recording of minutes and key actions; monitoring the implementation and achievement of key actions as required.



JOB DESCRIPTION: **PROGRAMME OFFICER**



- Undertake other project roles and assist with project team activities, commensurate with the post level of responsibility to support delivery of CFRS Programmes
- Support the corporate planning processes of the Service and provide high quality Programme Officer support to allocated projects using CFRS Programme and Project management governance framework, ensuring allocated tasks to meet key milestones are achieved, and regular and accurate information to enable progress to be monitored is provided.
- Maintain an oversight of the Projects within the CFRS Programme and ensure that interdependencies between projects are identified and managed.
- Line manage permanent and temporary staff as allocated by the Head of Service Transformation to enable them to understand and respond to what is required of them and to maximise their potential.
- Support and promote the Service's statement, policies and procedures on Equality and Diversity and Health and Safety in employment and service delivery, to maintain a safe and healthy working environment.
- To undertake such other duties as may be required from time to time, commensurate with the grade and positioning of the post.

CORPORATE ACCOUNTABILITIES (applicable to all personnel)

Equality, Diversity and Inclusion & Safeguarding

Support and promote the Service's statement, policies and procedures on Safeguarding, Equality, Diversity and Inclusion in employment and service delivery.

Health, Safety and Risk

Ensure that health, safety and risk issues are factored into all areas of activity

Support and promote the Service's Health and Safety policies and procedures to maintain a safe and healthy working environment.

Development

- Responsible for updating own practices and professional knowledge.
- Undertaking personal development activities as agreed with line manager.

General

- To undertake such other duties as may be required from time to time, commensurate with the grade and positioning of the post.

OTHER GENERAL REQUIREMENTS OF THE JOB

CPD

- The post holder must be willing to continuously develop their professional knowledge, experience and understanding.

TRAVEL

- Travelling across the county may be required to facilitate the effective delivery of the role and to participate in meetings etc.





CORE COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
QUALIFICATIONS / EDUCATION	Prince 2 qualified or appropriate relevant experience	X		Application
KNOWLEDGE	Demonstrable understanding of project management processes and associated documentation, including options appraisal, risk and issue management, and configuration management	X		Application & Selection Process
	A clear understanding of Project management governance and controls	X		Application & Selection Process
	Understanding of contracts, procurement processes and contract management.		X	Application & Selection Process
EXPERIENCE	Experience of working in a project environment where it has been used to successfully plan, manage and deliver projects to the desired outcomes and within quality, time and cost limits.	X		Application & Selection Process
	Proven experience of scoping and planning project activities. Including how to breakdown the project into key milestones and subsequent detailed work packages to achieve these.	X		Application & Selection Process
	Experience of financial administration (invoice processing, maintenance of commitment records, reconciliation of commitment to spend)		X	Application & Selection Process
	Office management experience	X		Application & Selection Process



CORE COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
EXPERIENCE	Experience of servicing meetings, including preparation of agendas; recording of minutes and key actions; monitoring the implementation and achievement of key actions	X		Application & Selection Process
	Proven experience of using Microsoft365, Word, Excel, PowerPoint, Outlook, to intermediate level and willingness to use technology to its full capacity	X		Application & Selection Process
GENERAL	Ability to demonstrate financial and budgetary control in a project environment	X		Application & Selection Process
	Ability to manage and/or supervise staff including the ability to effectively plan, delegate and co-ordinate the activities of others	X		Application & Selection Process
	Able to communicate complex information, both orally and in writing, in a clear, concise and articulate way to a wide range of audiences including internal and external customers, partner organisations and third party suppliers	X		Application & Selection Process
	Able to chair and facilitate internal meetings, workshops and presentations.	X		Application & Selection Process
	Able to effectively coach and support project managers and project team members to guide them in the project management tools and techniques.	X		Application & Selection Process
	Able to deliver training to colleagues		X	Application & Selection Process
	Ability to fully exploit the potential of IT within a project environment. (Microsoft project experience)	X		Application & Selection Process



CORE COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
PERSONAL ATTRIBUTES	High degree of self-motivation	X		Application & Selection Process
	Flexible, innovative, “can do” approach to work in order to manage effectively a busy workload and competing priorities	X		Application & Selection Process
	Ability to analyse problems and produce a range of options, culminating in a preferred solution	X		Application & Selection Process
	Commitment and ability to deliver customer focussed services	X		Application & Selection Process
	Commitment to the principles of equality and fairness	X		Application & Selection Process
	Commitment to maintaining confidentiality.	X		Application & Selection Process
	Evidence of continuing professional development		X	Application & Selection Process
GENERAL	Flexible approach with the ability to travel throughout the County to carryout requirements of job, potentially at short notice*	X		Selection process
	Successful applicants will be required to complete a standard or enhanced Disclosure and Barring Service (DBS) check as part of the pre-employment checks	X		Pre-employment checks
	Understanding of and commitment to Equality & Inclusion in the workplace	X		Evidence in interview



Terms & Conditions



The salary scale and conditions of service are determined by collective agreements covering Local Government employees made at the National Joint Council, Eastern Provincial Council and locally between this Authority and the recognised unions, and as supplemented by the decisions of the Authority.

Location

The successful applicant will be based in Huntingdon but will be required to travel to other sites in Cambridgeshire and out of County.

Salary

£37,280 - £39,152 pa

Payment is normally made 7 days before the last working day of the month by BACS transfer to your bank or building society account.

Type of Contract

Permanent

Hours

37 hours per week

A flexible approach can be taken when making local agreements around working hours. This will be agreed with the line manager.

Probation Period

There is usually a probationary period of 6 months

Offer Subject to

Completion of Medical Questionnaire/Medical Examination.

Receipt of references satisfactory to the Authority.

Evidence of right to work in the UK (including Settled Status or Pre-Settled Status for most EU citizens)

Requirement to complete a standard or enhanced Disclosure and Barring Service (DBS) check



Terms & Conditions cont.



Pension

Membership of the Local Government Pension Scheme, this is funded by contributions both from you and the Fire Authority. Your contribution is dependent upon salary and will be between 5.5% and 7.5% of your salary. Transfer of contributions from previous employment is possible under certain circumstances. You will receive an explanatory booklet if appointed

Annual Leave

The annual leave year runs from 1 April to 31 March. The leave entitlement for full time staff is 24 days per annum; annual leave for part-time staff is given on a pro-rata basis. If you are new to local government your entitlement in your first year will be calculated on a pro rata basis. After five years Local Government Service you will be entitled to five extra days' annual leave. After 10- and 15-years' service in this Service you will receive an extra 1 day of annual leave, giving a maximum of 30 days. In addition, you will receive paid leave on eight public holidays if you normally work on that day (pro-rata for part-time employees).

Other leave: Special leave arrangements exist covering bereavement, nursing sick relatives, adoption, paternity, maternity and parental leave, and jury service. Subject to operational requirements special leave arrangements also exist covering certain public duties, e.g. magistrate, school governor, etc.

Sickness

The Authority operates a nationally agreed scheme, which provides for varying periods of sickness absence on full pay followed by half pay, according to the length of recognised continuous Local Government service. There is a minimum of one month on full pay and one month on half pay, rising to a maximum of six months on full pay and six months on half pay after five years' service.

Training & Development

Training and Development has a high priority in the Authority. It is seen as a continuous process and you will be encouraged to develop relevant skills. You may be offered financial or other assistance where appropriate and subject to affordability

Equal Opportunities

The Fire Authority is committed to providing equality of opportunity in employment and service provision.



Thank you for your interest in joining Cambridgeshire Fire and Rescue Service.

We're proud to be a Service that values dignity, respect, and equal opportunity for all. If you have any conditions - whether diagnosed or not - that may affect any part of the recruitment process, please let us know. This could include physical or mental health conditions, or anything related to neurodiversity.

Sharing this information is completely confidential and will not affect how your application is assessed. It simply helps us ensure that any reasonable adjustments can be made to support you through the process.

If you're successful, you won't just be joining a Service - you'll be joining a team that makes a real difference every day.

We wish you the very best of luck.

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**CAMBRIDGESHIRE
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Working together to improve community safety