CAMBRIDGESHIRE
FIRE & RESCUE SERVICE

MAKE A DIFFERENCE. BE THE DIFFERENCE.

PROJECT MANAGER

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

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.

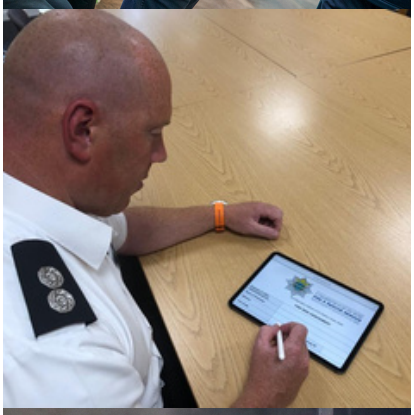
This purpose unites everyone at CFRS - from firefighters on the frontline to those behind the scenes. No matter your role, you'll be helping to deliver a trusted public service that saves lives, reduces harm, and supports our communities to thrive.

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: PROJECT MANAGER

DIRECTORATE: Professional Support Service
ROLE: Project Manager
Responsible to: Assistant Director Service Transformation
Responsible for: No line-management responsibility

Job Purpose

To provide full and effective Project Management in the delivery of major projects as part of a pool of experience and expertise.

To provide robust project management skills to ensure that projects are delivered on time, to specification and on budget

Main Responsibilities

Provide high quality project management to allocated projects using corporate project management standards, ensuring allocated tasks to meet key milestones are achieved, and regular and accurate information to enable progress to be monitored is provided.

Working to the individual project sponsors, deliver the agreed project activities, outcomes and business benefits in line with business cases and plans as authorised by the individual project boards

To provide a mix of leadership, advice and guidance to the Project Teams ensuring that they incorporate the appropriate mix of skills and experience required to deliver the agreed project activities and outcome

Ensure compliance with appropriate financial and contract regulations, and support Project Sponsors in the management of project financial issues through effective monitoring and reporting.

Contribute towards the development of greater project management capacity in the organisation through agreed skills transfer, training and support

To ensure sustained internal and external communication of messages about current projects and their inter-action with other projects and Departmental business needs.

Line manage permanent and temporary staff as allocated by the Assistant Director of Service Transformation and Sustainability in order 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.

PERSON SPECIFICATION:

CORE COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
QUALIFICATIONS/ EDUCATION	Prince 2 : Practitioner		X	Application form
KNOWLEDGE/ EXPERIENCE	Understanding of project management techniques and project governance	X		Application form AND/ OR selection process
	Demonstratable understanding of project management documentation, including options appraisal, risk and issue management and stakeholder and communication management.	X		Application form AND/ OR selection process
	Understanding of Change management tools and techniques.	X		Application form AND/ OR selection process
	An understanding of detailing realistic benefits and looking for ways in which these can be baselined and evaluated during and after the project closure.		X	Application form AND/ OR selection process
SKILLS	Ability to lead, manage, motivate and develop others in a project management team environment and in the wider service.	X		Application form AND/ OR selection process
	Ability to line manage people and ensure that appropriate policies and procedures are adhered to.		X	Application form AND/ OR selection process
	Ability to supervise and co-ordinate projects, workstreams, working groups, task and finish groups and individuals	X		Application form AND/ OR selection process

PERSON SPECIFICATION:

CORE COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
SKILLS	Ability to delegate work to others, setting clear performance expectations and measuring of outputs/outcomes	X		Application form AND/ OR selection process
	Ability to communicate complex information both orally and in writing in a clear, concise and articulate way to a wide range of audiences, with due regard for confidentiality at all times	X		Application form AND/ OR selection process
	Ability to engage, interact and communicate effectively with a wide range of Partner agencies and third party suppliers, including delivery of presentations up to and including Chief Executive level.	X		Application form AND/ OR selection process
	Ability to create and manage accurate and appropriate project management documents to include Project Briefs, Business cases, options appraisals, Schedules, Risk, issues and learning logs.	X		Application form AND/ OR selection process
	Ability to fully exploit the potential of MS 365 Office Suite, particularly SharePoint, OneNote, Outlook, Word, Excel and Teams	X		Application form AND/ OR selection process
	Microsoft Project experience		X	Application form AND/ OR selection process
	High degree of self-motivation.	X		Application form AND/ OR selection process
	Flexible, proactive and innovative approach to work and the ability to run and manage multiple tasks.	X		Application form AND/ OR selection process
	Ability to encourage and engender collaborative working through cross functional teams to achieve shared objectives.	X		Application form AND/ OR selection process

PERSON SPECIFICATION:

CORE COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
SKILLS	Ability to analyse problems and produce a range of options culminating in a preferred solution.	X		Application form AND/ OR selection process
	Commitment and ability to deliver customer focussed services.	X		Application form AND/ OR selection process
	Commitment to maintaining confidentiality.	X		Application form AND/ OR selection process
	Commitment to the principles of equality and fairness.	X		Application form AND/ OR selection process
	Commitment to continued professional development.	X		Application form AND/ OR selection process
EXPERIENCE	Experience of working in a Project management environment where it has been used to successfully plan, manage and deliver projects to the desired outcomes of time, cost and quality.	X		Application form AND/ OR selection process
	Experience of planning and co-ordinating simultaneous workstreams, identifying and managing interdependencies and effectively prioritising these to deliver strategic aims, avoiding unnecessary duplication and waste of resources	X		Application form AND/ OR selection process
	Proven experience of scoping and planning projects.	X		Application form AND/ OR selection process
	Experience of supporting other to develop Project Management skills and experiences. Delivering training sessions.		X	Application form AND/ OR selection process

PERSON SPECIFICATION:

CORE COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
	Experience of creating, maintaining and supporting effective communication strategies	X		Application form AND/ OR selection process
	Experience of group facilitation, including chairing of meetings	X		Application form AND/ OR selection process
	Experience of budget control using effective monitoring and reporting methods	X		Application form AND/ OR 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

*Reasonable adjustment will be made for those candidates who may have a disability under the Equality Act 2010. However, it is essential that the successful candidate can travel to any part of the county when required

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 Huntngdon but will be required to travel to other sites in Cambridgeshire and out of County.

Salary

£45,793 - £49,589 pa plus excellent benefits
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

Permament

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 28 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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Working together to improve community safety