



CAMBRIDGESHIRE
FIRE & RESCUE SERVICE

**MAKE A
DIFFERENCE.**

**BE THE
DIFFERENCE.**

TRAINING CENTRE INSTRUCTOR

**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'. The signature is fluid and cursive, written over a light grey background.

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 ADVERT: TRAINING CENTRE INSTRUCTOR



£41,562 pa, pro rata for part time hours

20 hours per week

Two-Year Fixed Term Contract

Location: Huntingdon

Take your career further with a Service that puts people first.

Being part of Cambridgeshire Fire and Rescue Service (CFRS) isn't just about fighting fires - it's about also making a difference through innovation and collaboration. We're looking for a Training Centre Instructor. This is your chance to apply your skills where it really matters. If you're looking for a role where you can make a real difference all the while growing your career, CFRS could be the perfect place for you.

About the Role

An exciting opportunity has arisen to join us as a Training Instructor. In this key role, you will prepare, support, deliver, and assess training, helping to ensure our workforce is equipped with the skills, knowledge, and confidence required to perform safely and effectively.

You will play a leading role in the design and delivery of high-quality operational training programmes, including Breathing Apparatus, Fire Behaviour, Tactical Ventilation, RTC instruction, and Firefighter Phase 1 and 2 Development. Working within a supportive and professional learning environment, you will coach, mentor, and assess learners while promoting a strong culture of safety, inclusion, equality, and continuous improvement.

Key responsibilities include:

- Developing and delivering operational training courses and refresher programmes
- Assessing candidates against operational competency standards and providing structured feedback
- Designing instructional materials aligned to national guidance and local policy
- Serving as Safety Officer during training exercises and promoting best practice in Health & Safety
- Preparing training environments and ensuring compliance with risk assessments and safe systems of work
- Supporting learners through bespoke development plans and progression pathways
- Contributing to organisational improvement initiatives and maintaining alignment with national operational standards
- Championing the Service's vision, values, and commitment to Equality, Diversity, and Inclusion
- This is an excellent opportunity for a motivated and experienced operational instructor who is passionate about developing others and shaping the future workforce of the Service.



JOB ADVERT: **TRAINING CENTRE INSTRUCTOR**



About You

We are looking for a highly skilled and experienced individual with a strong operational firefighting background and a passion for training, coaching, and development.

You will possess excellent communication and instructional skills, with the ability to engage and inspire learners from a range of backgrounds and experience levels. You will be confident assessing operational competence, providing constructive feedback, and supporting individuals to achieve their full potential.

The ideal candidate must have:

- Full UK driving licence
- Proven operational firefighting experience
- Experience delivering both practical and classroom-based training
- Breathing Apparatus Instructor qualification
- Tactical Ventilation Instructor qualification
- Fire Behaviour Training Instructor qualification
- Strong understanding of operational procedures, tactics, and national guidance
- Excellent organisational, communication, and IT skills

With the following also being desirable for the role

- Level 3 Award in Teaching & Training
- Level 3 Certificate in Assessing Vocational Achievement

Whilst, most importantly, you will share our commitment to professionalism, inclusion, continuous improvement, and delivering excellence for the communities we serve.

Make the move. Make a difference. Join CFRS today:

To apply for this opportunity please review the Recruitment Pack, complete an EDI Form and send your CV and covering Letter (detailing your suitability for the role in line with the person specification held in the recruitment pack) to recruitment@cambsfire.gov.uk

*Please note any CVs submitted without a Covering Letter will not be considered.



JOB DESCRIPTION: **Training Centre Instructor**



Prepare, support and deliver training and assessments to both operational and non-operational staff within Cambridgeshire Fire and Rescue Service. To actively contribute and support the creation of a positive learning environment that endorses and supports the principles of diversity and equality.

Main accountabilities

Develop, lead, and support the design, facilitation, and delivery of acquisition and refresher training courses, including Breathing Apparatus, Fire Behaviour, Tactical Ventilation, RTC instruction, and Basic Phase 1 and 2 Firefighter courses.

Facilitate and undertake the assessment of candidates across Breathing Apparatus, Fire Behaviour, Tactical Ventilation, and RTC, providing structured feedback and comprehensive written reports.

Design and create instructional content that aligns with national guidance and local policies, ensuring high-quality and consistent delivery across the department.

Act as a Talent Coach for Phase 2 firefighters, guiding portfolio development, supporting progression, and updating training records as required.

Serve as Safety Officer during training exercises, promoting a proactive Health & Safety culture, and ensuring all accidents and near misses are accurately reported and recorded.

Ensure all training areas are appropriately set up, fully prepared, and compliant with risk assessments prior to course commencement, implementing safe systems of work at all times.

Develop and deliver bespoke development plans, supporting candidates throughout their learning journey and progression to meet competency and performance standards.

Provide expert guidance and lead initiatives to improve organisational practices, ensuring alignment with the latest national guidance and operational standards.

Champion and uphold the Service's vision, values, and commitment to Equality & Diversity, ensuring fairness and inclusivity in both employment practices and service delivery.

Undertake additional duties as required, commensurate with the grade and scope of the post, supporting the broader objectives of the department and the Service.





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: **TRAINING CENTRE INSTRUCTOR**



Core Competencies	Criteria	Essential	Desirable	Measurement
Qualifications / Education	Educated to A-Level or equivalent with GCSE A-C in English language	X		Application Form
	Full UK driving licence	X		Application Form
	Level 3 Award in Teaching & Training	X		Application Form
	Level 3 Certificate in Assessing Vocational Achievement	X		Application Form
	Emergency First Aid at Work		X	Application Form
	IOSH Managing Safely		X	Application Form
Knowledge	Comprehensive knowledge of operational firefighting techniques, breathing apparatus use, fire behaviour, tactical ventilation, RTC, and rescue procedures. Required to deliver accurate, safe, and effective training.	X		Application form and/ or selection process
	Understanding of national and local health & safety regulations, safe systems of work, risk assessments, and accident reporting relevant to training exercises and operational environments.	X		Application form and/ or selection process
	Knowledge of adult learning principles, course structuring, lesson planning, assessment techniques, and adapting delivery to different learning styles.		X	Application form and/ or selection process
	Knowledge of vocational assessment frameworks, competence criteria, and methods to assess operational skills and knowledge in line with national standards.	X		Application form and/ or selection process
	Awareness of current national guidance, operational policies, and local service procedures to ensure training content is compliant and up-to-date.	X		Application form and/ or selection process



PERSON SPECIFICATION: OPERATIONAL POLICY OFFICER



Core Competencies	Criteria	Essential	Desirable	Measurement
Skills	Ability to convey complex operational and technical information clearly and effectively to a range of audiences, both verbally and in writing.	X		Application form and/ or selection process
	Proficiency with IT systems, e-learning platforms, presentation software, and digital assessment tools to support training delivery and record-keeping.	X		Application form and/ or selection process
	Proficiency with IT systems, e-learning platforms, presentation software, and digital assessment tools to support training delivery and record-keeping.	x		Application form and/ or selection process
	Ability to assess practical skills, provide constructive feedback, and produce accurate written reports aligned to competence standards.	x		Application form and/ or selection process
	Ability to prepare training areas, resources, and course schedules efficiently while balancing operational priorities and learner needs	x		Application form and/ or selection process
	Breathing Apparatus Instructor	x		Application form
	Tactical ventilation Instructor	x		Application form
	Fire Behaviour Training Instructor	x		Application form
	Proven experience in frontline operational roles, including incident command, breathing apparatus operations, fire behaviour application, and RTC/rescue scenarios.	x		Application form and/ or selection process
	Experience delivering practical and classroom-based training, coaching colleagues, and facilitating development programs in a fire service or similar operational environment.	x		Application form and/ or selection process
	Experience assessing staff against operational standards, providing constructive feedback, and maintaining accurate records of competence progression.		X	Application form and/ or selection process

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

Salary

£41,562 pa, pro rata for part time hours, 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

Two Year Fixed Term Contract

Hours

20 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.

**MAKE A
DIFFERENCE.
BE THE
DIFFERENCE.**



**CAMBRIDGESHIRE
FIRE & RESCUE SERVICE**
Working together to improve community safety