



# Bedfordshire Fire and Rescue Service



**Working for  
Bedfordshire Fire and Rescue Service**

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Bedfordshire Fire and Rescue Service have fourteen strategically positioned Fire Stations; five stations staffed by full-time Firefighters, one crewed by full-time Firefighters during the day and eight stations crewed by On-call Firefighters.

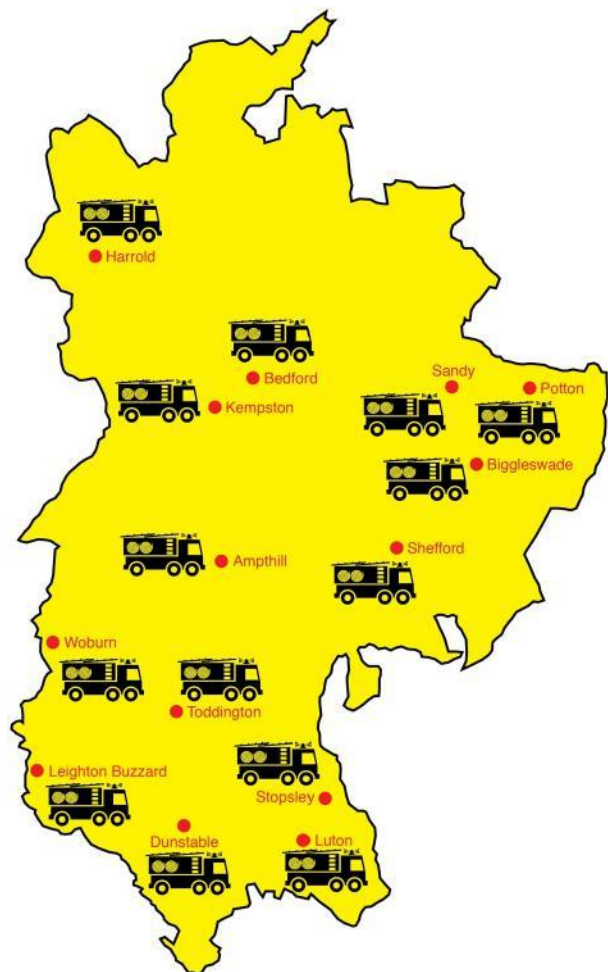
These operational teams depend on a wide variety of support services to ensure they are available to fight fires, rescue people from road traffic collisions and open water and keep the public safe in many other ways.

Our support staff are employed at a number of locations across the county including our headquarters in Kempston, area offices in Bedford and Luton and at our fourteen community fire stations.

This booklet provides information on just some of the roles we have available to help us to keep people safe and protect property around Bedfordshire.

We are always looking for On-call Firefighters at our stations in Ampthill, Bedford, Biggleswade, Harrold, Kempston, Leighton Buzzard, Pottton, Sandy, Shefford, Toddington and Woburn.

If you would like more information visit our website under the “Careers and Recruitment” page. We do not regularly recruit full-time Firefighters but information is also available under that section.



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## Support Services

Our support staff work in a variety of roles, some of the teams we work in include:

### Community Safety

We aren't just about dealing with emergencies, our Community Safety team help to prevent fires and protect residents from injury and loss. They visit homes to install smoke alarms, provide advice to vulnerable people and inspect business premises to ensure they meet with fire safety legislation.



### Finance and Procurement

Entrusted with taxpayers' money, our Finance and Procurement teams ensure that every penny is accounted for and spent well. From negotiating with suppliers to bringing down costs, tracking and challenging expenses, and providing financial information to make key business decisions, they put value for money at the heart of everything they do.

### Property

We have fourteen fire stations and 6 other buildings to keep maintained to give our staff suitable and comfortable places to work. This could mean fixing a leaky tap, or arranging a major renovation of one of our residential properties.



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## Human Resources

People are at the heart of everything we do; our Human Resources team ensure that we have the right people in the right roles to prevent, protect and respond to emergencies. They select the best candidates to join our organisation, ensure everyone is paid accurately, improve the health and wellbeing of employees and make sure our people are ready for action.

## Information and Communications Technology

It's essential for any modern organisation to have effective technology ready to use and our ICT team keep our computers, laptops, telephones and specialised applications running smoothly. Whether maintaining our ICT infrastructure, supporting users with a problem or working on projects to launch new solutions, our ICT team make certain we use our technology to its full potential.

## Strategic Support

Making the right decisions requires the right information; our Strategic Support teams produce and provide key information needed within and outside our organisation. This includes project management, administrative services, advising on and implementing our information systems and communicating with the press, communities and external stakeholders.

## Catering

We have five kitchens around the county that provide our full-time firefighters and hardworking employees with appetising meals throughout the day. But they do much more like preparing buffet meals for meetings and catering for special events as required.



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## Technical Services

Our firefighters require a range of specialist equipment to do their best and our Technical Services team maintain, repair and replace everything from fire appliances to breathing apparatus to the unique tools we use everyday. Whether its fitting out a fire engine, checking fire hydrants are working or selecting new gear, our team are at the heart of enabling a first class service.



## Training and Development

Having the right skills and knowledge are essential to doing things right first time as safely as possible. Our Training and Development team ensure firefighters and other staff are completely competent and confident in their role. This could be training firefighters in our smoke house, putting effective training packages together to update them on new risks or developing our managers of the future.

## Health and Safety

Our front line employees face danger every day and our Health and Safety team ensure that they are protected from unnecessary risks and work in a safe environment – even if this is someone else's house!

## Facilities and Office Services

The Facilities and Office Services teams work together to keep all our sites serviced and prepare high quality printed materials for teams all around the organisation. From delivering post and supplies to stations to maintaining the levels of stock in our Stores so that colleagues can get their jobs done, the teams work together across the county to keep our operations running.

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## Rewards and Benefits

- Clear pay progression based on length of service;
- Access to a secure career average revalued earnings (CARE) pension through the Local Government Pension Scheme, which also provides life cover and a survivor's pension;
- Flexi-time scheme (for most roles) to support your work-life balance; including flexible start and end times, variable lunch breaks and flexi-leave days;
- Holiday allowance of 24 days\* (plus public holidays) on joining; increasing to 29 days\* after 5 years' service and 31 days\* after 10 years' service (\*pro rata if part time or irregular working pattern);
- Subsidised catering facilities providing hot and cold meals;
- Free access to on-site gym facilities following induction, including access during lunch breaks;
- Generous occupational sick pay providing one month's full pay from the day of joining and increasing to six months' full pay and six months' half pay based on length of service;
- Employee-friendly policies including flexible working, parental leave, special leave and career break;
- Discounts with third parties including Go Outdoors and Frankie and Benny's;
- Employee Assistance Programme providing free and confidential advice and information on work and personal matters;
- Staff suggestion scheme embracing great ideas and with the potential for an award of up to £5000 for ideas implemented;
- Long service award after 25 years' local government employment throughout Bedfordshire.

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Our support staff vacancies are advertised in the local press, through JobCentre Plus as well as on our website at [www.bedsfire.gov.uk](http://www.bedsfire.gov.uk)

If you would like more information about working for us please visit our website, email [recruitment@bedsfire.gov.uk](mailto:recruitment@bedsfire.gov.uk) or call our Recruitment Team on 01234 845070.

Bedfordshire Fire and Rescue Service is an equal opportunities employer that welcomes applications from all sections of the community.



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