



PROCUREMENT APPRENTICE (leading to Procurement Assistant)

Finance and Procurement Department

Permanent, 37 hours per week

Pathway - NWFRS Grade 3 (£25,584 – £26,409) –
rising to Grade 5 (£28,163 – £30,060)

This is an exciting opportunity to launch your career in procurement with North Wales Fire and Rescue Service. As a Procurement Apprentice, you'll gain valuable hands-on experience and formal training, developing a solid understanding of how procurement supports frontline emergency services. This role is designed to offer you real responsibility from the outset, allowing you to contribute meaningfully while working towards the Chartered Institute of Procurement & Supply (CIPS) qualification — a globally recognised standard in procurement and supply chain management.

We are looking for motivated and ambitious individuals who are eager to learn and contribute to a collaborative team environment. You'll be detail-oriented, able to follow procedures, and confident in working with data, suppliers, and colleagues from across the organisation. Above all, you'll be enthusiastic about a professional career in procurement and supply, making a real difference to your community.

The role is based at our Headquarters in St Asaph Business Park, but we also offer the ability to undertake agile working, where you can work remotely from home, subject to availability, as well as being available to work from other North Wales Fire and Rescue Service locations. This can be further discussed during interview.

Please note that this post is subject to a DBS Check and satisfactory references. If a positive disclosure (spent or unspent) is received, a risk based approach on managing the information will be adopted by the Service and a reasonable and proportionate decision is then made regarding the current or prospective employee. Further information can be found [here](#).

For further details about the role, please refer to the information pack.

To apply, please complete and submit your application pack by email to: recruitment@northwalesfire.gov.wales

**Closing date for receipt of application forms is 12.00 noon,
30th July 2025**

The closing date will be strictly adhered to and no exceptions will apply.

We are an equal opportunity employer and welcome applications from all sections of the community. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

We welcome correspondence and calls in Welsh and English and we will respond equally to both and will reply in your language of choice without delay. Applications submitted in Welsh will be treated no less favourably than an application submitted in English.

