



PROJECT MANAGEMENT APPRENTICE

Headquarters – St. Asaph

2 year fixed term contract, 37 hours per week

NWFRS Grade 04 £27,694 to £28,598 per annum rising to NWFRS

Grade 06 £31,537 to £34,434 per annum on completion of
apprenticeship or pathway



We are looking to appoint a Project Management Apprentice to join the Training Department based in the Service's Headquarters in St. Asaph.

The role will support the successful delivery of the new training centre project by providing dedicated project coordination and administrative expertise. This role assists with the planning, monitoring, and control of project activities, ensuring that processes, documentation, and communications are managed efficiently and in accordance with organisational standards.

The Project Management Apprentice will work closely with the Deputy Project Manager and wider project team to facilitate progress, maintain accurate records, and help ensure that project objectives relating to time, budget, and quality are met throughout the project lifecycle. The role is a development pathway, commencing as a Project Management Apprentice leading to a Project Management Assistant within NWFRS

You will be an effective communicator with good customer service skills, experienced in arranging and supporting meetings and have a willingness to help others. With good organisational skills to manage your own workload and meet deadlines, you will need to be flexible and adaptable to change to deal with requests as they arise and have the ability to work independently using your own initiative. Ideally you will have the ability to communicate confidently and be able to achieve Level 2 in Welsh within 12 months of commencing employment. The Service will support you to achieve this.

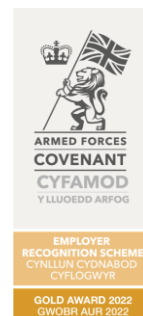
Please note that this post is subject to a standard DBS Check and satisfactory references. If a positive disclosure (spent or unspent) is received, a risk-based approach on managing the information will be adopted by the Service and a reasonable and proportionate decision is then made regarding the current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

An Assessment Centre will be held on Monday 8th December with interviews being held on Wednesday 17th and Thursday 18th December 2025.

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, 28.11.2025

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.



Confidential Employee Hotline

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