

ROYAL BERKSHIRE

FIRE AND RESCUE SERVICE

Job Profile Green Book [F600]

Job Title	Summer Intern		
Post Reference		Temporary/Permanent	Temporary – Internship
Grade	N/A £11.00/hour	Hours	30 (9:30-4pm)
Reports to	Claudia Trott		
Line Management Responsibilities (Direct and Indirect)	N/A		
Directorate/ Department	Human Resources		
Location	Royal Berkshire Fire and Rescue Service (RBFRS), Headquarters, Calcot, Reading		
Politically Restricted	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Level of DBS Check Required	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> Enhanced (with barred Child) <input type="checkbox"/> Enhanced (with barred Adult)		
Safeguarding Level Required	<input checked="" type="checkbox"/> Level 1 <input type="checkbox"/> Level 2		
Main Purpose of the Job <p>For all interns, the main purpose of the role is to gain experience of the variety of activities involved in the running of a modern fire and rescue service, and to undertake work in their allocated department to support the organisation with the delivery of these activities and services.</p> <p>Interns will also undertake learning and development activities relating to various aspects of workplace and careers skills, in order to enhance their own development and support their progress with any variety of future career or education ambitions they may have.</p> <p>A broader purpose of the role is to gain exposure to different departments and sites within RBFRS, in order to gain a full understanding of the range of activities and opportunities that exist within the organisation. In addition, interns will participate in evaluation and reflection activities, within which they will be able to offer views and perspectives on their experiences of the organisation.</p> <p>Up to four placements are being offered as part of the Summer Internship Scheme, located at Royal Berkshire Fire and Rescue Service (RBFRS) Headquarters.</p>			

Successful applicants will spend time with different departments at RBFRS Headquarters, Calcot, Reading as well as time at Fire Stations across the county.

The list below is an example of the departments applicants will be placed on a rotational basis (two weeks with two departments and one week spent visiting Fire Stations across Berkshire). Please note applicants will be notified the final list of departments prior to the advertised start date of the scheme and we will do our best to match interns to the departments that they have the most interest in.

Safety Education

This team is responsible for educating, providing support and raising awareness to children and young people throughout Berkshire. By providing interactive engagement via various interventions, we aim to reduce risk to children, young people, their families and firefighters to provide an overall safer community with regards to fire, water and road safety.

Business Support and Programme Office

Business Support is responsible for providing strategic support to the Senior Leadership Team, Protection and Prevention as well as general support across the organisation. Programme Office supports the planning, delivery and evaluation of a range of projects across the organisation.

Communications and Engagement

This team is responsible for communicating with colleagues across organisations and with our communities, particularly via the media and social media.

Capital Projects and Facilities

The Capital Projects team is responsible for supporting, planning, delivering, and evaluating projects including new builds and refurbishment of the Estate buildings and delivery of the RBFRS Sustainability Strategy. The Facilities Team is responsible for maintaining secure, safe and functional working environment within the RBFRS estates portfolio.

Business Information and Systems (ICT)

The ICT Team is responsible for the supply and maintenance of all IT hardware and software. The core servers and cloud-based environment. ICT supports Thames Valley Control, radios for use at incidents.

Fleet and Equipment

The Fleet and Equipment Team is responsible for the asset management framework and oversees all equipment and vehicles across the service.

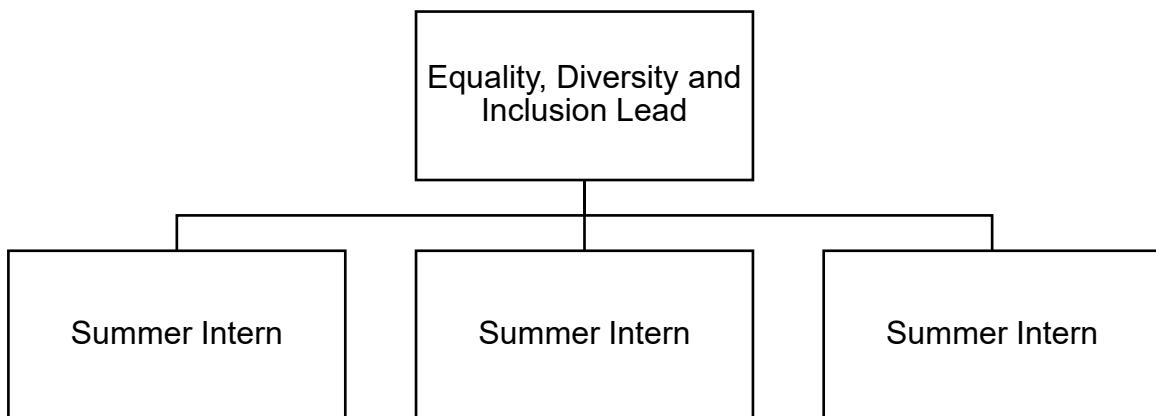
Operational Support Improvement Team

The Operational Support and Improvement Team is responsible for Wholetime Firefighter, On-call Firefighter and Flexi-Duty Officer resource management and managing firefighter placements, transfers, and promotions. Whilst being involved in range of project work across the Service.

Health, Safety and Wellbeing

The health safety and wellbeing team is responsible for supporting staff, preventing harm and ensuring legal compliance and managing risk. They are also responsible for the health and fitness of staff.

Organisational Structure



Key Responsibilities and Deliverables:

Interns will have no budgetary or line management responsibility.

Specific tasks assigned will vary depending on the department to which the intern is allocated.

Main Duties:

1. To experience the work of a fire and rescue service by visiting different departments across the organisation, in addition to operational fire stations.
2. To participate in learning activities, including training sessions and skills workshops for personal development.
3. To participate in evaluation and feedback activities; identify and share ideas for change and improvement based on their experience of the Service where appropriate.
4. To communicate with different teams across the service as required and learn about the transferable skills required in different roles.
5. To attend meetings to gain an insight into how decisions are made and how teams work together across the organisation.

To support allocated departments to complete activities in the relevant subject area as required, working with colleagues to learn about the work of the team or department. For further information view the department breakdown.

Person Specification

Qualifications and training	On recruitment	After Training
Ability to work in a team	x	
Good communication skills	x	
Enthusiastic and motivated learner	x	
Value and encourage inclusion	x	
Share views on change and improvement	x	
Ability to prioritise and work to deadlines	x	
Be able to demonstrate the behaviours and values of RBFRS Behavioural Competency Framework (link attached)	x	

Other Requirements

Interns will be asked to arrange their own transport to and from RBFRS, Headquarters, Reading, and may be required to do so for any additional sites they visit during their internship. Location information will be provided in advance as part of the internship timetable to support individuals in planning their journeys. However, the Service is committed to supporting all successful applicants as far as reasonably possible to participate fully in the scheme, and we will therefore seek to work with interns to identify alternative arrangements where transport requirements are a barrier to participation.

RBFRS Behaviours

The Behavioural Competency Framework outlines the standards that we already hold ourselves to and sets out the behaviours that are associated with our core values. These have been divided into three levels in the organisation based on the role an individual is performing - Leading Self, Leading Others and Leading the Service.

This level this role operates is Choose an item.

Leading Yourself (Behaviours for Everyone)

Safe	We are a service where our health, safety and wellbeing is a shared responsibility. Speaking up, looking out for each other, and holding high standards are how we keep our people and communities safe.
Supportive	We are a service where support isn't just about words, it's about action. Looking out for each other, sharing knowledge, and working together make us stronger.
Inclusive	We are a service where inclusion is a shared responsibility. It's not about making everyone the same, it's about making sure everyone feels like they belong, is treated fairly and has a voice. Inclusion happens through everyday actions, not just policies.

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Profile prepared by:	Claudia Trott – Equality, Diversity and Inclusion Lead		
Approved by:	Deputy Chief Executive/Director of Corporate Services		
Profile Effective from:	22/01/2026	Last reviewed:	22/01/2026
Post holder name:		Signature:	
		Date:	