Volunteer role description

Role title: District Youth Officer, Central District

Expected commitment: Volunteer hours to be agreed – temporary for 6 months

Reporting to: District Youth Lead – Central District

(This person will be your main point of contact while volunteering for St John Ambulance. They will provide you with the support and supervision necessary for you to perform your role.)

This role requires an enhanced Disclosure and Barring Service (DBS) check and a barred list check

Role summary

No one should die because they needed first aid and didn’t get it, yet up to 150,000 people die every year in situations where first aid could have given them a chance to live. St John Ambulance teaches people first aid so they can be the difference between life and death, and you can help us do this.

The district youth officer roles are complex and challenging, the successful candidate will be a proactive manager with the necessary skills, knowledge and experience to manage complex change satisfactorily, and continually focus on the delivery of consistently high quality results.

The district youth officers will assist the district youth lead in driving an increase in the number of young people who volunteer by managing the training and developing the overall experience so that they continue to volunteer with SJA into adulthood.

Main duties and responsibilities

1. To provide expert support to unit leaders on youth matters

2. Ensure delivery of new and existing initiatives for young volunteers in line with national strategy

3. Enable units to meet their commitments by:
   a. ensuring that appropriate training takes place and training standards are maintained, working collaboratively with the regional training team
   b. ensuring the region has adequate volunteers to meet the needs of its local communities and deliver SJA’s strategic objectives

4. Work closely with the area managers, training and community projects to ensure a joined up approach to training of young volunteers

5. Ensure that volunteers within the area and unit structure receive appropriate reward and recognition for their achievements and contribution to SJA

6. To ensure compliance with national standards specifically youth leader training, adventure activities, safeguarding, youth volunteering policy

7. To ensure that youth unit leaders work collaboratively with the regional team to share best practice and develop shared charitable activities and projects
8. Ensuring that youth units are providing a suitable balanced programme of training for young people

9. To perform any other duties commensurate with these responsibilities, the grade of the post and skill and qualifications of the post holder

Skills and qualifications required

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<tr>
<th>Requirements</th>
<th>Essential and desirable criteria</th>
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<tr>
<td><strong>Education/qualifications</strong></td>
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<tr>
<td>Educated to GCSE level or equivalent</td>
<td>X</td>
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<tr>
<td>Level 3 Leadership Skills in Youth Work BTEC</td>
<td>X</td>
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<tr>
<td><strong>Experience</strong></td>
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<td>Experience of supporting and working with young people (between the 5-18 age range)</td>
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<td>Experience of delivering the SJA Youth programme</td>
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<td><strong>Skills, knowledge, abilities and behaviours</strong></td>
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<td>Excellent interpersonal sills with ability to communicate effectively at all levels</td>
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<td>Possess energy, commitment and enthusiasm towards the charity</td>
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<td>Understanding of the SJA youth programme</td>
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<td>Understanding of youth volunteering and safeguarding policies</td>
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<td>Knowledge of engaging with young people and hard-to-reach areas of the community</td>
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<td>Ability to attract funding streams for youth-based activities</td>
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<td>Ability to use Microsoft applications at intermediate level</td>
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<td><strong>Motivation</strong></td>
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<td>Ability to work on own initiative</td>
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<td>Willing to adapt and learn new skills</td>
<td>X</td>
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<td>Willingness to travel</td>
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</table>
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Skills you will develop
- Communication skills with staff at all levels of the organisation and external partners
- Training and presentation
- Event management
- Budget management
- Youth work skills and management of youth work activities.

Training available
- Essential Skills in Youth Work
- Leadership Skills in Youth Work
- First aid
- Out About and Overnight
- Camp and Residential Leader Training
- Training for event management and other volunteering policy areas.

Volunteering location:
Central District

Contact details for recruitment
For an informal discussion about this role, please contact Dave Christophers, Regional Youth Manager, on 07805 770638.

To apply for the role please email a CV and covering letter outlining how you meet the person specification to Dave Christophers at dave.christophers@sja.org.uk or write to St John Ambulance, Dowrglann, Stennack Road, St Austell, Cornwall, PL25 3SW

If you have any questions about the recruitment process for this role you should contact the person above. General enquiries about volunteering can be made by calling 08700 10 49 50.

General information for all St John Ambulance volunteers

Recruitment method
To become a St John Ambulance volunteer you will be asked to complete an application/joining form and provide references. Depending on the nature of your role, you may be required to undergo a Disclosure and Barring Service check. You will complete an introduction package and receive training relevant to your role. You will only be able to begin your volunteering once we have completed the necessary checks relevant to your role (which for some roles will include employment history).

Disclosure and Barring Service (DBS) checks
Confirmation of your appointment will be subject to the receipt of a satisfactory DBS check if, during the course of your role, you are likely to carry out tasks with, or in supervision of, children or vulnerable adults.

Probationary period
Final confirmation of your appointment to this role is subject to a maximum six-month probationary period, or 12 months in the case of volunteer youth related positions. (Further details on the
Volunteer role description

requirements for youth related positions can be found in the St John Ambulance Policy for working safely with children and vulnerable adults.)

Ongoing training
All our volunteers are provided with the necessary training to enable them to carry out their role. To continue to operate in this role you must maintain the competencies required and an appropriate level of fitness where roles are physically demanding. Medical decision makers are responsible for making decisions on fitness for role based on previous performance and the medical form you will complete as part of the recruitment process.

Confidentiality
All information concerning volunteers, employees and patients shall be treated as strictly confidential at all times.

Equal opportunities
It is the aim of St John Ambulance to ensure that no one receives less favourable treatment on the grounds of age, sex, race, colour, religion, marital status, sexuality or disability; or, is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. Everyone shall adhere to our equal opportunities policy and ensure that diversity is valued throughout St John Ambulance.

Health and safety
We aim to provide a safe environment for all our volunteers. We will therefore make you aware of your responsibilities under the Health and Safety at Work Act 1974, and to ensure that agreed safety procedures are carried out and to maintain a safe environment for volunteers, employees or visitors.

Data protection
If you have contact with data systems, computerised or otherwise, you are required to obtain, process and/or use the information in a fair and lawful way; to hold data only for the specific registered purpose; and not to use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

Expenses
Your volunteering for St John Ambulance should not cost you anything. We will reimburse all legitimate out of pocket expenses incurred during your volunteering with us. You should talk to your line manager to confirm what expenses you can claim.

Reward and recognition
St John Ambulance has a long history of recognising the outstanding contributions volunteers make to the organisation. Our volunteers provide their services, occasionally in extremely challenging circumstances. Each St John Ambulance region seeks to recognise its volunteers and there are a number of distinguished national awards. More information about how your contribution might be recognised can be found on SJA Connect.

Review of this description
This role description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of St John Ambulance. It is expected that the volunteer will be as positive and flexible as possible using this document as a framework.