

VOLUNTEER ROLE DESCRIPTION

REGIONAL EMERGENCY PREPAREDNESS, RESILIENCE & RESPONSE OFFICER

St John Ambulance provides support to external groups and the wider community which means that during periods of severe weather or in the event of a major incident, it implements its emergency operations plans to provide transport, first aid and care skills in support of NHS Trusts, Local Resilience Forums and communities.

Expected time commitment: Four to six hours a week and on call (anytime of the week)
Function: First Aid Services
Line managed by: Regional Emergency Preparedness, Resilience & Response Lead

WHAT YOU WOULD BE INVOLVED IN (DUTIES & RESPONSIBILITIES)

- To assist locally and across the region in the management of the personnel who will develop and implement the emergency operations and business continuity plans.
- To assist and lead in training and exercising personnel in EPRR procedures.
- To collaborate with all other SJA resources to ensure mutual aid across District, Regional, NHS Ambulance Service and Local Resilience Forum boundaries.
- Where authorised by the Regional EPRR Lead, to represent the region at internal and external meetings on issues relating to EPRR planning, preparedness and response, and business continuity and recovery.
- To support the Regional EPRR Lead and liaise with other Regional EPRR Officers.
- To support the Regional Operations Manager, EPRR Lead and events personnel in the preparation, training, exercising and reviewing of the region's emergency plans under current SJA EPRR policy.
- To ensure that records are kept and reports required are completed and processed in a timely manner.
- To maintain your own strategic and tactical skills and underpinning knowledge of EPRR and business continuity management.
- To perform any other duties commensurate with these responsibilities, the management level of the role and your own skills and qualifications.

WHO WE ARE LOOKING FOR (PERSONAL SPECIFICATION)

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| • Three years' experience of EPRR management at an operational level. | <i>Required.</i> |
| • Educated to GCSE level or equivalent (Grade C). | <i>Required.</i> |
| • Excellent interpersonal skills with ability to communicate effectively at all levels. | <i>Required.</i> |
| • Ability to use Microsoft® applications at intermediate level. | <i>Required.</i> |
| • Ability to perform under pressure. | <i>Required.</i> |
| • Good people management and organisational skills. | <i>Required.</i> |
| • Ability to respond at short notice. | <i>Required.</i> |
| • Ability to work on own initiative and willingness to adapt and learn new skills. | <i>Required.</i> |
| • Ability to attend meetings during the working week, evenings and weekends. | <i>Desirable.</i> |
| • Three years' experience of emergency management and business continuity management at a tactical level. | <i>Desirable.</i> |
| • Qualification in emergency planning, response and recovery. | <i>Desirable.</i> |
| • Qualification in business continuity management. | <i>Desirable.</i> |
| • Working knowledge of UK EPRR relevant legislation and structures. | <i>Desirable.</i> |
| • Excellent knowledge of SJA EPRR policy and procedures. | <i>Desirable.</i> |
| • Ability to attend meetings during office hours and in the evenings and at weekends. | <i>Desirable.</i> |

WHAT YOU WILL GET FROM THIS ROLE

- You will develop knowledge and skills in SJA regional strategic and tactical management structure and procedures, with training to rectify any identified gaps.

ROLE SPECIFIC EXPECTATIONS

- You will be expected to keep current with all relevant internal policies and external developments in the field or emergency preparedness, resilience and response.
- You will be expected to line manager your direct reports and liaise as necessary to accomplish the role.

SCREENING REQUIREMENT FOR ROLE (CATEGORY TWO)

This role requires the following pre-volunteering screening checks:

- Occupational Health (including driving if appropriate).
- Professional Registration (PIN) check if applicable.
- Two factual references.
- Identify and right to volunteer checks.
- Interview.

TRAINING & SUPPORT PROVIDED

The training we will provide for you in your first few months is as follows:

- Welcome programme introducing you to the charity.
- Role specific training.
- First Aid training.
- Training in SJA policies
- Training on appropriate IT systems such as DIPS.

The training we will provide for you in your first six months is as follows:

- Access to additional training in event delivery or other areas.

SJA will provide workwear (a uniform) appropriate to the role excluding footwear and you will wear an appropriate role bar when undertaking this role.

OUR VALUES

This role requires the volunteer to embrace the organisation's vision and values, which are:

No one should die because they needed first aid and didn't get it. St John Ambulance (SJA) teaches people first aid so they can be the difference between life and death, and you can help us do this.



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

Prepared by: Volunteering / First Aid Services

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