

# VOLUNTEER ROLE DESCRIPTION

## DISTRICT NEW VOLUNTEERS' LEAD

The District New Volunteers' Lead's role is to support the co-ordination of the attraction, recruitment, and induction of frontline volunteers across the District on behalf of the District Manager. This involves promoting volunteering opportunities, coordinating the selection of applicants, their induction to SJA and their training for role in direct partnership with HR, training, line managers and other internal stakeholders to recruit and retain new volunteers.

<b>Expected time commitment:</b>	20 hours per month including evening and weekends
<b>Function:</b>	District Leadership team
<b>Line managed by:</b>	District Manager
<b>Key relationships:</b>	Human Resources, Training, Area Managers, Unit Managers

### WHAT YOU WOULD BE INVOLVED IN (DUTIES & RESPONSIBILITIES)

- On behalf of the District Manager, organise the process for new volunteers to get involved in frontline volunteering opportunities within the district.
- Organise local promotion of volunteer opportunities through partnering with volunteer centres and support the organising of information events with local units.
- Coordinate the selection and induction process within the district.
- Coordinate with training regarding the planning of training for role for volunteer opportunities.
- Recruit and manage a formal or informal team to support these new volunteer activities.
- Perform any other duties commensurate with these responsibilities, the management level of the post and skills and qualifications of the post-holder.

### WHO WE ARE LOOKING FOR (PERSON SPECIFICATION)

• Experience of managing and supporting volunteers.	<i>Required.</i>
• Educated to GCSE level or equivalent.	<i>Required</i>
• Proven experience of effective and appropriate judgement and decision making in complex and difficult situations.	<i>Required</i>
• Good communication and influencing skills with others.	<i>Required</i>
• Ability to work on own initiative, adapt and learn new skills with smart professional behaviour.	<i>Required</i>
• Willingness to be flexible and to travel throughout the district.	<i>Desirable</i>
• Human Resources or related experience in a voluntary organisation	<i>Desirable</i>
• Recruitment, selection, and screening experience.	<i>Desirable</i>
• Good understanding of recruitment processes.	<i>Desirable</i>
• Knowledge of St John Ambulance.	<i>Desirable</i>

### WHAT YOU WILL GET FROM THIS ROLE

Helping SJA to recruit the next generation of first aid lifesavers in the community.  
Comprehensive experience of recruiting and supporting volunteers and developing volunteering.

### ROLE SPECIFIC EXPECTATIONS

- Act as point of contact for applicants during the new volunteer recruitment & induction period.
- Ability to liaise with stakeholders and lead on the recruitment of volunteers within a district.
- Participate in a Volunteer Development Review and 'one to ones' with your line manager.
- Liaise with the district leadership team (DLT), unit managers, HR, Training, and other functions.
- Organise selection events for potential volunteers including uniform ordering.
- Organise welcome events and induction groups.
- Coordinate new volunteer induction through induction groups in partnership with DLT & Training, including welcome events & other induction activities.

## SCREENING REQUIREMENT FOR ROLE (CATEGORY TWO)

This role requires the following pre-volunteering screening checks:

- Health assessment for fitness to volunteer
- Two factual references
- Right to volunteer and identify check
- Interview with volunteer managers.

## TRAINING & SUPPORT PROVIDED

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

- Induction to SJA and role.
- Training on SJA's approach to recruitment and induction of volunteers.
- Meeting with all stakeholders who you will be volunteering with.

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

- Training on how to use HR systems (REACH, DIPS, MyData).
- Volunteer Development review and one to one's with line manager.

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

## OUR VALUES

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

*'Everyone who needs it should receive first aid from those around them. No one should suffer for the lack of trained first aiders.'*



### HUMANITY

Treating others with compassion and respect



### EXCELLENCE

Pride in doing an excellent job



### ACCOUNTABILITY

Delivering what we promise



### RESPONSIVENESS

Continuously learning and improving



### TEAMWORK

Working together effectively

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

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