

VOLUNTEER ROLE DESCRIPTION

DISTRICT HEALTH & SAFETY OFFICER

Assist the Health & Safety (H&S) Adviser in ensuring St John Ambulance (SJA) complies with legal H&S requirements and relevant policies and procedures. You will highlight lapses in or concerns about H&S; ensure that lessons are learnt from incidents and good practice is appropriately shared.

Expected time commitment: Hours are flexible – evenings, weekends, and weekdays.
Function: Quality & Standards directorate – Health & Safety function
Line managed by: Health & Safety Adviser

WHAT YOU WOULD BE INVOLVED IN (DUTIES & RESPONSIBILITIES)

- To give advice and assistance to the volunteers and employees in the district to enable them to meet their obligations and statutory duties for Health & safety.
- To work with the district manager, health & safety adviser and rest of H&S function to implement and oversee health & safety processes including investigation of accidents and dangerous occurrences; safety inspections and audits and health & safety training.
- To ensure risk assessments are completed and appropriate for the activities undertaken by volunteers and employees.
- To carry out risk assessments on events, vehicles and buildings as requested by the district manager, health & safety adviser or regional leadership team member and consider how risks could be reduced.
- To work with appropriate district personnel to check policies and procedures are being properly implemented.
- To ensure that appropriate safety notices are displayed in regional premises assigned to them.
- To help promote a positive health and safety culture throughout the region.
- Keep the Health & Safety Adviser informed of any matters which might be of significance to SJA.
- 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)

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| • Completed a IOSH Managing Safely course within the preceding five years. | <i>Required</i> |
| • Willingness to adapt and learn new skills. | <i>Required</i> |
| • Ability to use Microsoft® applications at intermediate level. | <i>Required</i> |
| • Ability to work as part of a team but also on own initiative and independently. | <i>Required</i> |
| • Experience of working in a health & safety environment | <i>Required</i> |
| • Able to communicate effectively, both verbally and in writing, with a variety of people. | <i>Desirable</i> |
| • Experience of working with volunteer teams. | <i>Desirable</i> |
| • Knowledge of policies and legislation relevant to the role. | <i>Desirable</i> |
| • Educated to GCSE level or equivalent (Grade C). | <i>Desirable</i> |
| • Willingness to travel: Car owner and driver with insurance to cover business use. Full clean driving license. | <i>Desirable</i> |

WHAT YOU WILL GET FROM THIS ROLE

- Learn skills and gain experience within the health and safety sector.
- Support our delivery of charitable activities.

ROLE SPECIFIC EXPECTATIONS

- Knowledge of health and safety policy and procedure and willingness to apply it.
- Champion responsibility for the safety of our personnel and patients in all our environments.

SCREENING REQUIREMENT FOR ROLE (CATEGORY TWO)

This role requires the following pre-volunteering screening checks:

- Occupational Health (including driving if appropriate).
- Criminal record check.
- Professional Registration check (PIN – if applicable)
- Two written references.
- Identity 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 on appropriate IT systems to support your role and activity.

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

- Driver training (if applicable).
- Training in SJA policies
- Introduction to Safeguarding

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:

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: Health & Safety / Volunteering

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