

# VOLUNTEER ROLE DESCRIPTION

## REGIONAL ADVENTURE SUPPORT OFFICER

This role will provide support to the Regional Adventure Lead, providing advice on matters relating to off-site and adventurous activities for young people within the region, ensuring that our young people remain safe at all times.

**Expected time commitment:** Four hours a week plus (evenings, weekends and some daytime.)

**Function:** Youth

**Line managed by:** Regional Adventure Lead

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

- Support the Regional Adventure Lead to ensure full regional compliance with the Youth Activities and Outdoor Learning Policy and Procedures.
- Support the Regional Adventure Lead to ensure full regional compliance with national Safeguarding, Insurance, and Medicines Management policies regarding Youth Activities and Outdoor Learning.
- Where necessary; provide expert support to regional volunteers / employees regarding activities which fall under the remit of the Youth Activities and Outdoor Learning policy and procedures.
- Where required and relevant; assist & support the on-going development of related training and internal quality assurance, i.e. Adventure leader training, warrant & portfolio assessments and regular event appraisals.
- In conjunction with Regional Adventure Lead; assess, authorise and record youth events, ensuring compliance with the Youth Activities and Outdoor Learning Policy and Procedures.
- Ensure risk management has taken place for all activities being completed on 'offsite' events and advise where necessary.
- Follow agreed procedures for the recording, storing, reporting and confidentiality of information
- Promote and support the running of the Duke of Edinburgh's Award within the Region, in liaison with the National Duke of Edinburgh Advisor and the Regional Adventure Lead.
- Disseminate communications that relate to adventure and off-site activities in accordance with any agreed regional communication plan.
- Undertake any other relevant tasks / projects assigned by the Regional Adventure Lead or Regional Youth Manager.
- 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)

- |                                                                                                                                                    |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| • Educated to GCSE level or equivalent (Grade C)                                                                                                   | <i>Required</i>  |
| • Hold a valid SJA Adventure Residential / Camping Warrant, or be willing to work towards gaining such a qualification.                            | <i>Required</i>  |
| • Experience of working with young people                                                                                                          | <i>Required</i>  |
| • Experience of taking young people away from their normal meeting place, including camping and/or residential events lasting longer than 24 hours | <i>Required</i>  |
| • Experience of training, assessing or mentoring                                                                                                   | <i>Desirable</i> |
| • Knowledge of current policies and procedures that relate to young people within SJA                                                              | <i>Required</i>  |
| • Have a good working knowledge of the Duke of Edinburgh's Award Scheme                                                                            | <i>Desirable</i> |
| • Excellent interpersonal skills with ability to communicate effectively at all levels                                                             | <i>Required</i>  |
| • Ability to use Microsoft® applications at intermediate level, including databases.                                                               | <i>Required</i>  |
| • Ability to provide consistent advice that follows agreed guidance and requirements                                                               | <i>Required</i>  |
| • Ability to influence stakeholders across the organisation.                                                                                       | <i>Required</i>  |
| • Ability to work on own initiative or as part of a team.                                                                                          | <i>Required</i>  |
| • Willingness to adapt, learn new skills and travel.                                                                                               | <i>Required</i>  |

## WHAT YOU WILL GET FROM THIS ROLE

- Communication skills with staff at all levels of the organisation and external partners; training and presentation skills; working with young people and experience leading teams.
- Training you will receive includes opportunities to develop and acquire additional St John Ambulance adventure leader's certificates and awards.

## ROLE SPECIFIC EXPECTATIONS

- ***This role is exempt from the provisions of the Rehabilitations of Offenders Act.***
- This role description is intended as an outline indicator of general areas of activity and will be amended considering 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.

## SCREENING REQUIREMENT FOR ROLE (CATEGORY TWO)

This role requires the following pre-volunteering screening checks:

- Occupational Health (including driving if appropriate).
- Enhanced Criminal record check (DBS) with child barring list
- Professional Registration (PIN) check.
- 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 training including on Adventure and other relevant policies.
- First Aid training.
- Introduction to Safeguarding Level 1
- Training on appropriate IT systems such as DIPS.

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

- Driver training (if applicable).

SJA will provide workwear (a uniform) appropriate to the role excluding footwear and you will wear a 'Youth Leader' 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

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**Prepared by:** Youth

**Date of preparation:** July 2017