

VOLUNTEER ROLE DESCRIPTION

REGIONAL YOUTH LEAD, DEVELOPMENT

The Regional Youth Lead, Development will assist the Regional Youth Manager to increase the number of young people who volunteer by ensuring effective implementation of youth recruitment, youth advocacy and youth projects. They will manage the Regional Youth Officers, Development who will support the delivery of youth projects.

Expected time commitment: 10 hours a week (primarily evenings and weekends)

Function: Youth

Line managed by: Regional Youth Manager

WHAT YOU WOULD BE INVOLVED IN (DUTIES & RESPONSIBILITIES)

- Responsible for effective implementation of youth recruitment – recruiting new young people, coordinating new recruitment initiatives, and ensuring effective succession planning for all youth roles.
- Responsible for the effective implementation of, youth awards and youth training.
- Responsible for Youth voice and advocacy within the region - providing district youth forums and identifying opportunities for young people to represent SJA
- Work cooperatively with the regional training team to ensure all young people have access to the right level of first aid training
- Work cooperatively and effectively with other members of the Regional Youth Team and cross-function to deliver project implementation.
- Provide expert support and advice to Regional Youth Manager regarding youth projects.
- Manage budgets for their area of responsibility.
- Process correspondence and maintain accurate records in accordance with SJA quality standards.
- 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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| • Educated to GCSE level or equivalent (Grade C) | <i>Required</i> |
| • Experience of working with young people (ages 7 to 18 years) | <i>Required</i> |
| • Experience of managing a project budget | <i>Desirable</i> |
| • Experience of project management | <i>Desirable</i> |
| • Able to communicate effectively, both verbally and in writing, with a variety of people. | <i>Required</i> |
| • Ability to use Microsoft Office 365 applications at intermediate level | <i>Required</i> |
| • Ability to work to deadlines, organising and prioritising own workload | <i>Required</i> |
| • Possess energy and enthusiasm towards the charity | <i>Required</i> |
| • Willingness to travel within the region | <i>Required</i> |
| • Understanding of the SJA youth programme, youth volunteering and safeguarding policies. | <i>Required</i> |
| • Experience of delivering the SJA youth programme | <i>Desirable</i> |

WHAT YOU WILL GET FROM THIS ROLE

- Communication skills with staff at all levels of the organisation and external partners.
- People management, project management and budget management skills.

ROLE SPECIFIC EXPECTATIONS

- ***This role is exempt from the provisions of the Rehabilitations of Offenders Act.***
- The post holder will demonstrate high standards of personal behaviour, lead by example, and comply with SJA Policy. They will be a champion for youth engagement and first aid.

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.
- 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.
- First Aid training.
- Introduction to Safeguarding Level 1
- Training on appropriate IT systems

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

- Training in appropriate SJA policies

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.'



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.

Prepared by: WH

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