

# VOLUNTEER ROLE DESCRIPTION

## EVENT COMMUNICATIONS OFFICER

As the Event Communications Officer, you will ensure safe, legal, and effective use of all communications equipment. You will work with the rest of the event communications team to deliver all elements around event communications across the district.

**Expected time commitment:** 30 hours a month  
**Function:** Operations  
**Line managed by:** Regional Event Communications Lead

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

- Liaise with the Event Communications Team to ensure relevant equipment, channels and repeaters are available, includes a plan for servicing / re-programming.
- Implement the regional program for radios, following the Regional Technical Communications officers plan to ensure that the radios have the latest firmware and they have the latest program installed.
- Ensure that all communications equipment and solutions are operated with the restrictions of the relevant license, UK law and St John Ambulance national policy.
- To ensure that all radio communications equipment is audited annually and where appropriate servicing/adjustments undertaken.
- To provide advice on the most effective, resilient solution available to provide communications for any given operational activity in agreement with the Regional Technical Communications officer.
- To ensure resilient communications are available during an emergency/major incident.
- To highlight and/or implement opportunities for improvement and cost saving initiatives whilst maintaining resilience, legal and effective communications.
- To ensure accurate records of all radio communications equipment within the region are maintained.
- Liaise with external agencies regarding effective communications e.g. local ambulance trust, British Red Cross, RAYNET etc.
- Monitor radio users are competent and compliant with legal aspects and raise concerns to the Regional Control Services Officer.
- Attend team meetings and any Regional and National courses, conferences, or events as required
- Bring to the attention of the Regional Event Communications Lead any complaints and/or incidents.
- 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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|--|------------------|
| • Able to communicate effectively, both verbally and in writing, with a variety of people. | <i>Required</i>  |
| • Operational event delivery experience  | <i>Required</i>  |
| • Able to operate independently and as a team  | <i>Required</i>  |
| • Able to input into new policies / procedures   | <i>Desirable</i> |
| • Able to teach others within the team and organisation to develop new technical skills    | <i>Desirable</i> |
| • Radio Amateurs qualification   | <i>Desirable</i> |
| • Good organisational skills   | <i>Desirable</i> |

### WHAT YOU WILL GET FROM THIS ROLE

- You will become the technical reference point for the region
- You will be the technical expertise of what the technology can provide.
- You will lead the technical training for all of event communications team.

### ROLE SPECIFIC EXPECTATIONS

- Willingness to adapt and learn new skills
- Willingness to travel within the region
- Work as part of the wider Event Communications Team
- Ensure that standards are met and maintained always.

## 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.
- 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 such as DIPS.

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.

## 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:** Tom Wright / Volunteering

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