

1. Role details

Role title	Area President
Time commitment	Average 10 hours per week
Accountable to	County President

This person will be your main point of contact while volunteering for St John Ambulance. They will provide you with the support and supervision necessary for you to perform your role.

2. Role summary

As Area President you will champion volunteering, support volunteer units and promote St John Ambulance in the community. The appointment is for an initial period of three years which may be extended for a further three years.

3. Main duties and responsibilities

1	Support, encourage and champion volunteers in St John Ambulance.
2	Act as an ambassador for St John Ambulance.
3	Promote St John Ambulance and the Order of St John in the local communities in line with public relations policies and governance.
4	Help and support the Area Manager and Unit Managers as required
5	Support fundraising activity and the Regional Fundraising Coordinator as required.
6	Attend formal and ceremonial events as required.
7	The outgoing Area President is responsible for putting forward a short-list of candidates to the County President.
8	Perform any other duties commensurate with these responsibilities, the management level of the post and skills and qualifications of the post-holder.

4. Skills you will develop and training you will receive

Skills you will develop are: first aid training and public relations training.

5. Person specification			
This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the role description) and forms the basis for selection.			
Requirements	Essential and desirable criteria		Method supporting assessment
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Education and qualifications			
Educated to GCSE level or equivalent (Grade C)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Educated to degree level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Experience			
Leadership of teams in a voluntary, business or public sector environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Coaching, mentoring and mediation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Skills, knowledge and abilities			
Excellent interpersonal skills with ability to communicate effectively at all levels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Excellent diplomacy and influencing skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Knowledge of St John Ambulance organisation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Motivation			
Ability to work on own initiative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Willingness to adapt and learn new skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Positive outlook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Strategic thinking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Ability to advise and support others	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Wide-reaching network of key contacts across the local area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview

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	Date of preparation: June 2014
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