

## 1. Role details

|                        |                                  |
|------------------------|----------------------------------|
| <b>Role title</b>      | <b>County President</b>          |
| <b>Time commitment</b> | <b>Average 10 hours per week</b> |
| <b>Accountable to</b>  | <b>Chief President</b>           |

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 County 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

|           |   |
|-----------|---|
| <b>1</b>  | Support, encourage and champion volunteers in St John Ambulance.  |
| <b>2</b>  | Act as ambassador for St John Ambulance.  |
| <b>3</b>  | Promote St John Ambulance and the Order of St John in the local communities in line with public relations policies and governance.                    |
| <b>4</b>  | Help and support the Regional Director, District Manager (s), Area Managers and Unit Managers as required.  |
| <b>5</b>  | Support the Regional Fundraising Coordinator as required.   |
| <b>6</b>  | Act as a member of the relevant County Priory Group.  |
| <b>7</b>  | Appoint and line manager Area Presidents as required.   |
| <b>8</b>  | Attend formal and ceremonial events as required.  |
| <b>9</b>  | The outgoing County President is responsible for putting forward a short-list of candidates to the Chief President.                                   |
| <b>10</b> | 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 |
|--|-------------------------------------|-------------------------------------|------------------------------|
|  | E                                   | D                                   |                              |
| <b>Education and qualifications</b>  |                                     |                                     |                              |
| Educated to GCSE level or equivalent (Grade C)                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Application form/interview   |
| Educated to degree level or equivalent   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Application form/interview   |
| <b>Experience</b>  |                                     |                                     |                              |
| 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   |
| <b>Skills, knowledge and abilities</b>   |                                     |                                     |                              |
| Excellent interpersonal skills with ability to communicate effectively at all levels | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Application form/interview   |
| Ability to use Microsoft® applications at intermediate level                         | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Application form/interview   |
| Excellent diplomacy and influencing skills   | <input type="checkbox"/>            | <input type="checkbox"/>            | Application form/interview   |
| Knowledge of St John Ambulance organisation  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Application form/interview   |
| Good business sense  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Application form/interview   |
| <b>Motivation</b>  |                                     |                                     |                              |
| 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   |
| Strategic thinking   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Interview                    |
| Positive outlook   | <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 county                              | <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

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