

VOLUNTEER ROLE DESCRIPTION

DISTRICT TRAINING LEAD

This person is a link between the regional training function and District, enabling the district to develop an effective plan which meets the identified organisational needs and supports with the implementation of that plan. The role will manage a team of District Training Officers.

Expected time commitment: 10-12 hours a week
Function: Volunteer and Employee Training
Line managed by: Training Delivery Manager

WHAT YOU WOULD BE INVOLVED IN (DUTIES & RESPONSIBILITIES)

- Contribute to the formulation of the district training element of the regional plan, ensuring that it takes full account of the operational needs of the district.
- Ensure that the training within the district takes place according to plan, ensuring targets are achieved and consistency of quality is maintained.
- To lead the learning needs analysis and training delivery for specific areas of the district function, in partnership with trainers, assessors, area managers; unit managers and unit training leads.
- Report to and attend regular regional training meetings and appropriate meetings.
- Contribute to the internal training budget planning and monitoring processes.
- Ensure volunteer training is scheduled to meet the operational needs, liaising with other members of the regional training delivery team as appropriate.
- Ensure that all resources are maintained to a high standard and available for scheduled training courses.
- Support the development of trainers and assessors through proactive management.
- Attend CPD events as required, to maintain own competence and knowledge relevant to the role and to maintain personal development records.
- 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)

- | | |
|---|------------------|
| • Able to communicate effectively, both verbally and in writing, with a variety of people. | <i>Required</i> |
| • Ability to plan and manage train delivery. | <i>Required</i> |
| • Proven experience of effective and appropriate decision making leading to achievement of targets. | <i>Required</i> |
| • Willingness to be flexible and to travel as needed. | <i>Required</i> |
| • Ability to use Microsoft® applications at intermediate level. | <i>Required</i> |
| • Proven experience of managing people across multi-site locations. | <i>Desirable</i> |
| • An understanding of SJA training procedures and protocols. | <i>Desirable</i> |

WHAT YOU WILL GET FROM THIS ROLE

- Personal satisfaction in watching learners and others develop.
- Experience in the management and leadership of a complex training delivery function in a large charity.

ROLE SPECIFIC EXPECTATIONS

- Willingness to be flexible and to travel throughout the district (and wider region).
- Willingness to meet agreed deadlines and participate in team meetings, one to ones and VDRs.
- Ensure equipment is ready for immediate use always and champion responsibility for the cleanliness of patient environments which are maintained to a high standard in line with current DoH and SJA IPC recommendations and policy.

SCREENING REQUIREMENT FOR ROLE (CATEGORY TWO)

This role requires the following pre-volunteering screening checks:

- Health Review (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.
- 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:

- Additional training for role.
- Driver training (if applicable).
- Training in appropriate SJA policies

SJA will provide workwear (a uniform) appropriate to the role excluding footwear and you will wear a 'Support' 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: Training / Volunteering

Date of preparation: May 2018