

Job Title: Youth Recruitment Field Worker (Casual)
Reporting to: Head of Youth **Job Band:** Band 6
Direct Reports: N/A **Size of Team:** Varies

This post holder will lead on increasing the capacity of youth units in specific targeted areas, recruiting new adult volunteers into youth teams, promoting the St John Ambulance youth programme in local communities and forging positive relationships within the community to ensure the sustainability of our youth programme and activities. Direction and guidance in role will be provided by the respective Regional Youth Development Officer.

Key Responsibilities

- Work with the Regional Development Officer Regional Youth Manager and regional volunteers to deliver on the expansion of the St John Ambulance youth programme in identified and targeted areas
- Create positive relationships with key stakeholders, including St John Ambulance people, parents, and the local community in the targeted area
- Proactively seek to recruit new adult volunteers and young people (both Badgers and Cadets) by holding welcome evenings, attending recruitment fairs and other recruitment activities
- Champion and promote our new and exciting youth leader attraction and recruitment tools and materials
- Mentor new adult volunteers joining the youth team in the targeted area and facilitate induction and welcome events
- If required, help to start a new unit or new evening in an existing unit in the targeted area
- Record and communicate local success stories / case studies for lessons learnt and for wider PR cover and for monitoring purposes
- Attend meetings as and when required in order to promote the development of St John Ambulance youth programmes
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder

You will

- Be required to carry out various duties that support the Youth Team Recruitment under the supervision of the Youth Development Officers (YDO)
- Be required to attend at hours that mutually suit you and the needs of the YDO
- Be required on occasion to be available on evenings / weekends
- Need to have a satisfactory DBS check



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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 job description) and forms the basis for selection.

Requirements	Essential	Desirable
Education and Qualifications		
Educated to GCSE level or equivalent (Grade C) including Maths & English	✓	
Experience		
Experience of working with young people		✓
Experience of working with volunteers	✓	
Used to providing admin related support - working with spreadsheets and documents, writing emails, etc		✓
Skills, knowledge and abilities		
Excellent interpersonal skills with ability to communicate effectively at all levels		✓
Ability to use Microsoft® applications at intermediate level	✓	
Knowledge of youth work practices		✓
Effective communication skills	✓	
Able to plan and effectively time manage specific tasks in order to meet priorities	✓	

This job 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.

Initials: TM

Date of preparation: 2018