



St John

County Priory Group Presidents Recruitment Pack

October 2018

Contents

1. Introduction	3
2. County Priory Group Membership.....	4
3. County Priory Group Responsibilities	4
4. County Priory Group Member - Role Description	5
5. County Priory Group Member - Person Specification	6
6. The Recruitment Process.....	7

1. Introduction

The Order of St John is a major international charity, accredited to the United Nations, whose organisations provide first aid, health care and support services in over 40 countries around the world. The Order's charitable work is carried out by the St John Eye Hospital Group in Jerusalem and St John Ambulance organisations worldwide - with volunteers and staff of over 400,000.

The Order of St John is based in the Christian faith and traces its origins back 900 years. It is an Order of Chivalry of the British Crown with 25,000 members around the world. Her Majesty The Queen is the Sovereign Head of the Order and His Royal Highness The Duke of Gloucester has been the Grand Prior since 1974.

The Priory of England and the Islands is one of eleven international Priories of the Order, and our work of providing First Aid Training and Services is carried out on behalf of the Priory by its subsidiary St John Ambulance, England's premier first aid charity.

County Priory Groups (CPGs) undertake the important work of the Priory at a County level and have a wide range of important responsibilities which are outlined in more detail in Section 2 of this pack.

Within the Priory these are influential positions and we are now looking for a committed individual to undertake the role of County Priory Group President. Unlike other Presidents who are St John Ambulance volunteers and wear uniform CPG Presidents are appointed by the Chancellor and do not wear uniform. CPG Presidents are not remunerated but reasonable expenses are reimbursed.

We aim to widen the diversity of CPG membership and would like to hear from applicants who meet the person specification requirements and come from currently underrepresented groups including women, young people, applicants from minority ethnic backgrounds, people who are LGBT as well as people with disabilities

If you would really like to make a real difference in your County and have the necessary skills required to become a CPG member we would very much like to hear from you. Training, advice and peer support will be available for newly appointed members.

More information about our history can be found at

www.stjohnengland.org.uk

www.orderofstjohn.org

www.museumstjohn.org.uk

2. County Priory Group Membership

All members of County Priory Groups (CPGs) are appointed by the CPG Chair through the on-line recruitment system and agreed "Lite" recruitment procedure. Membership of the group is usually no more than twelve people and in addition to the Chair should aim to include

- Deputy Chair(s)
- County Chaplain
- County President
- HM Lord-Lieutenant (or representative)
- St John Fellowship representative
- CPG Honorary Secretary
- St John Ambulance District Manager(s)
- Others with interests and skills such as fundraising, public relations, archiving and marketing to enable the CPG to deliver its strategy and objectives.

2. County Priory Group Presidents

Some CPGs have a CPG President

3. County Priory Group Responsibilities

The function of a CPG is to

- Act as local Ambassadors for St John and develop positive relationships with key local community leaders
- Oversee nominations for Honours and Awards
- Promote faith aspects of the Order of St John through County Chaplains
- Liaise with the St John Fellowship who can provide support and help to local CPGs
- Liaise with Her Majesty's Lord-Lieutenants or their representatives
- Organise fundraising at a local level in conjunction with the Priory Fundraising Manager
- Oversee the maintenance of the County St John archives
- Help to support the St John Eye Hospital in Jerusalem and St John Associations overseas
- In partnership with NHS Blood and Transplant (NHSBT) arrange an annual Order of St John Award for Organ Donation Ceremony
- Support the work of St John Ambulance whenever possible.

CPGs normally meet quarterly (coinciding with the County's honours submission timetable) and include a meeting of the Honours and Awards sub-group.

CPG Meetings are usually held at SJA premises with a brief note of Action Points (not minutes) kept after each meeting.

The CPG Handbook provides members with a wealth of information including guidance and information about Priory and CPG matters, advice on general administration as well as relevant group requirements and processes. The handbook is scheduled to be refreshed during 2018.

4. County Priory Group Member - Role Description

	Main areas of Responsibility
1	Act as an ambassador for the Priory (which includes St John Ambulance) and promote its good name and the opportunities it offers to serve the local community
2	Attend at least four CPG meetings each year as well as the Honours and Awards sub-group meeting if and when required
3	Contribute to the local organisation of St John Honours and Awards
4	Support the work of St John Ambulance in England and overseas
5	Promote the Charity's mottos – 'For The Faith and in the Service of Humanity'
6	Work in partnership with the local St John Fellowship
7	Contribute to CPG fundraising activities to support all parts of St John including the St John Eye Hospital Group
8	Support the Chair in the administration of the annual Order of St John Award for Organ Donation in partnership with NHS Blood and Transplant (NHSBT)
9	Contribute to the maintenance of St John County archives
10	Foster good communications with local District, Area and Unit Managers
11	Actively contribute to local St John awards events, Church Services and other local ceremonial occasions.

5. County Priory Group Member - Person Specification

	Skills and Experience	E or D
1	Ability to contribute to the implementation of the Priory's plans and priorities locally	E
2	Able to work as an effective member of a team	E
3	Knowledge and experience of the Priory and/or St John Ambulance	D
4	Ability to provide positive assistance and support to St John Ambulance District, Area and Unit Managers as and when required	E
5	Ability to work with other interested parties in a non-operational role	E
6	An understanding of charity best practice and governance	D
7	Good knowledge of local issues and communities as well as having the ability to develop positive relationships with other agencies	D
8	Good communication skills with a commitment to actively promote new developments and success stories	E
9	Ability to commit sufficient time to undertake all personal CPG membership duties	E

6. The Recruitment Process

The Chair will arrange with the HR Team for all CPG membership vacancies to be advertised on the SJA website and Connect using the on-line recruitment system. There is a "Lite" recruitment process for CPGs but all applicants are required to complete the simple on line application form, the link for which can be found in the role advert on the SJA.

Candidates will be required to provide

- a brief resume of their career and skills
- a covering letter outlining how they meet the person specification requirements
- the names and contact details of two referees

It is our aim to widen the diversity of County Priory Groups and especially welcome applications from women, young people, those from minority ethnic backgrounds, people who are LGBT and those with disabilities who meet the person specification requirements.

Following the closing date, applicants who meet the requirements will be invited to meet with the CPG Chair and one or possibly two other members of the group for an informal discussion about the role as well as giving applicants the opportunity to ask any questions that they might have about becoming a CPG member.

To meet legal requirements, applicants are asked to bring their original passport and a photocopy of their passport to the meeting for the Chair to sign as a true likeness of the applicant. The signed photocopy will be retained by HR in their files but will not be used for any other purpose.

All applicants will be contacted by the Chair either by letter or email within 10 working days following the meeting to confirm whether they have been successful in their application. Initial appointments are for three years followed by the opportunity to apply for a further three year tenure if all parties agree.

Chairs should inform the HR Team of the outcome of the interview as well as forwarding details of new members to the Head of CPG Affairs for inclusion in the CPG membership database.

Should you require any further information about the application process for CPG members please contact

Tony Shepherd
Head of CPG Affairs
CPG National Office
St John's Gate
St John's Lane
London EC1M 4DA

Tel 020 7324 4081

Email: tony.shepherd@sja.org.uk

Refreshed June 2018