

Volunteer role description

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Role details	
Role title	Unit Event Services Lead, Event Services
Time commitment	Six hours per week, evenings and weekends
Accountable to	Unit Manager

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.

About St John Ambulance

No one should die because they needed first aid and didn't get it. St John Ambulance (SJA) teaches people first aid so they can be the difference between life and death, and you can help us do this.

Purpose of the role?

As a unit event services lead you will be responsible for coordinating the event services activities of the unit on behalf of the unit manager. This will involve liaising with the appropriate functional specialists and with external event organisers as appropriate.

What would you be involved in?

- Organise local event cover under direction of unit and area manager
- Coordinate the resourcing and deployment of event service volunteers for events
- Maintain records on event computer system (i.e. DIPS)
- Coordinate unit participation in response to emergencies
- Liaison with Regional and District Event Services staff as necessary
- Assist the Unit Manager as appropriate with other volunteer management tasks.

What are we looking for?

- An enthusiasm for the work of St John Ambulance and an appreciation of our values
- Someone who is interested in event services and emergency response
- Someone who likes to communicate with people
- Someone who is able to work as part of a team or on their own initiative under guidance
- Ability to use computer systems
- Trained as an event first aider or have previous experience
- Knowledge of St John Ambulance's event services activities (but not essential)
- Knowledge of St John Ambulance emergency response procedures (but not essential).

Support and training available?

- Event Services and Emergency Response policies and practice
- Duty information planning system (DIPS)
- First aid training.

Location of this volunteering role?

Role is unit, event and home based.

Role specific commitments?

- Induction to role
- We would ideally like you to volunteer for us at least once a week.

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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