

Volunteer role description

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Role details	
Role title	Unit Human Resources Lead
Time commitment	Six hours per week, evening 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 human resources lead you will be responsible for supporting the unit manager in all volunteering matters and liaising with the appropriate functional specialists to make sure that the people management needs of the unit are accomplished.

What would you be involved in?

- Induction of volunteers into the unit including overseeing the buddy process
- Coordinating volunteer development reviews on behalf of and in liaison with the unit manager
- Recruitment and retention of volunteers
- Recording volunteering achievements including applying for volunteer recognition
- Processing of people who are finishing volunteering with SJA
- Undertaking DBS identity checks when appropriate
- Liaison with Regional and District Human Resources 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 understands volunteer management and service delivery
- Someone who can communicate with people
- Someone who is able to work as part of a team or on their own initiative under guidance
- Human Resource or Volunteer Management experience
- Knowledge of St John Ambulance's activities in the community (but not essential)
- Knowledge of St John Ambulance volunteer HR procedures (but not essential).

Support and training available?

- Volunteering/Human Resources policy and practice
- First aid training.

Location of this volunteering role?

Role is unit 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