

Volunteer role description

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Role details	
Role title	Unit Training Lead, Training 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 training lead you will be responsible for supporting the unit manager in all training matters and liaising with the appropriate functional specialists to make sure that the training activities of the unit are accomplished.
What would you be involved in?
<ul style="list-style-type: none">• Organise unit internal training/skills refreshing programme• Organise annual revalidation for role for all volunteers in unit• Coordinate community training for the public (if authorised by training function)• Maintain training records of all volunteers in unit• Book volunteers onto regional and district run courses• Liaison with Regional and District Training staff as necessary• Assist the Unit Manager as appropriate with other training tasks.
What are we looking for?
<ul style="list-style-type: none">• An enthusiasm for the work of St John Ambulance and an appreciation of our values• An interest in coordinating quality first aid training to volunteers• Someone who can communicate with people• Someone who is able to work as part of a team or on their own initiative under guidance• Experience of either delivering training or organising training• Registered SJA Trainer (but not essential)• Interest in running first aid training for the public (but not essential)• Knowledge of St John Ambulance training procedures (but not essential).
Support and training available?
<ul style="list-style-type: none">• SJA training policy and practice• First aid training.
Location of this volunteering role?
Role is unit and home based.
Role specific commitments?
<ul style="list-style-type: none">• 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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