

1. Role details

Role title	District Event Support Officer, Event Services
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Time commitment	Average 10 hours per week
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Accountable to	District Event Support Lead
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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.

2. Role summary

The Event Support Officer is responsible for planning and delivering first aid and ambulance provision at public events within the district, working under the District Event Support Lead. The successful candidate will provide specialist advice and support on all aspects relating to events to Area Managers, Unit Managers and Unit Events Leads as required.

3. Main duties and responsibilities

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| 1 | As part of the team, be responsible for supporting the planning of events within the district in liaison with units, the Regional Event Team and the District Event Support Lead. |
| 2 | Act as a source of local knowledge and support to the District Event Support Lead and the wider Regional Event Team |
| 3 | Ensure appropriate liaison takes place with all volunteers in the district including supporting geographical areas of the district as appropriate. |
| 4 | Responsible for ensuring services at events within the district are delivered to a high standard and in line with customer requirements. |
| 5 | Ensuring events within the district are appropriately resourced (personnel, equipment and fleet) liaising with functional leads as appropriate to ensure delivery against agreed level of provision. |
| 6 | Attend event planning meetings and contribute where appropriate at relevant internal/external meetings related to events, including with event organisers and customers. |
| 7 | In conjunction with the relevant personnel, ensure that relevant, timely event planning and debrief documentation is prepared. |
| 8 | Ensuring compliance with all St John Ambulance policies and procedures, including awareness of external regulation (ie. Care Quality Commission). |
| 9 | Assist in the motivation and retention of volunteers within the district, particularly relating to the delivery of services at events. |
| 13 | Perform any other duties commensurate with these responsibilities, the management level of the post and skills and qualifications of the post-holder. |

4. Skills you will develop and training you will receive

Skills you will develop are: Leadership and Management. First Aid training (optional). Trainer training (optional).

5. 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 role description) and forms the basis for selection.

Requirements	Essential and desirable criteria		Method supporting assessment
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Education and qualifications			
Educated to GCSE level or equivalent (Grade C)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Experience			
Experience of organising or providing services at public events	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Experience of SJA processes and training	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Experience of working in a partnership/multi-agency environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Experience of working as part of a management team	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Skills, knowledge and abilities			
Excellent interpersonal skills with ability to communicate effectively at all levels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Ability to use Microsoft® applications at intermediate level	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Excellent planning and organisational skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ability to prioritise and meet deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Motivation			
Ability to work with volunteers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ability to work on own initiative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Willingness to adapt and learn new skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Have access to own vehicle or transport and willing to travel throughout the district/region	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Interview

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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