

1. Role details

Role title	Assessor, Training and Community Projects
Time commitment	Minimum four hours a month – evenings and some weekends
Accountable to	Internal Training Coordinator

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

As an Assessor, you will use your knowledge and experience to assess participant performance in line with current regulations, policies and protocols.

3. Main duties and responsibilities

1	Assist with the planning and arrangement of assessments, working with other SJA volunteers and employees to maintain a high standard of assessment.
2	Ensure adequate provision of documentation and resources to enable the assessment to be carried out in a fair and professional manner.
3	Assess students' skills and capabilities using valid and reliable methods that can be evidenced, in accordance with appropriate standards.
4	Record decisions on specified paperwork and communicate this decision to the candidate and trainer in a timely manner.
5	To promote St John Ambulance products and services, as appropriate.
6	To arrive in time to set up and brief all concerned, prior to the assessment.
7	To brief the casualty simulator, where appropriate, as to the content and requirements of the scenario.
8	To assist with the clearing of the assessment area upon completion of the assessments.
9	To leave the venue and equipment in a clean and tidy state in accordance with infection control policies.
10	To report any resource issues to relevant personnel.
11	To attend standardisation meetings and liaise regularly with other members of the county training team.
12	To maintain current competence and record your own continuing professional development on a professional development record (PDR), in accordance with the St John Ambulance quality assurance system.
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: communication and ability to deliver feedback in a manner suitable to each learner.
Training you will receive includes: St John Ambulance assessor award and developmental opportunities appropriate to role.

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
	E	D	
Education and qualifications			
Function skills (literacy, numeracy, ICT) at or above level 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Relevant valid course and/ or role specific qualification (e.g. AFA, ETA, PTA etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Recognised assessor qualification, e.g. SJA assessor award	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Experience			
Proven experience of assessing learning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Experience of learner centred learning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Experience of working in the voluntary sector	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Skills, knowledge and abilities			
An understanding of St John Ambulance training procedures and protocols (quality assurance)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Knowledge of St John Ambulance event services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Excellent interpersonal skills with ability to communicate effectively at all levels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ability to use Microsoft® applications at intermediate level	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Motivation			
Ability to work on own initiative, as part of a team and under direction from line manager	<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
Willingness to adapt and learn new skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ability and willingness to be flexible and travel to carry out assessments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ability to work evenings and weekends	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Smart professional appearance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/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