

## 1. Role details

<b>Role title</b>	<b>District Logistics Lead, Events and Logistics</b>
<b>Time commitment</b>	<b>Average 10 hours per week</b>
<b>Accountable to</b>	<b>Regional Logistics Coordinator</b>

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

This role is to play a vital part in the team to organise and execute the storage and distribution of operational tools, vehicles, consumables and other items through planned and controlled methods throughout St John Ambulance. Your role will be to manage the team within the district who ensure that all of the above are available, and in the right place, at the right time.

## 3. Main duties and responsibilities

<b>1</b>	To deliver, through your team, the overall logistical requirement of the district and to ensure that events have the logistical resource to fulfil the requirement.
<b>2</b>	To work alongside other districts and areas to distribute and plan resources available for the region.
<b>3</b>	To ensure that equipment utilised and distributed is fit for purpose, and any faults or damage reported.
<b>4</b>	To make recommendations regarding replacement, rejection or renewal of equipment and relevant training.
<b>5</b>	To provide assistance, information and reports to the regional functional managers, as required.
<b>6</b>	To support the district with information on the appropriate vehicle servicing and maintenance requirements.
<b>7</b>	To bring to the attention of the Logistics Co-ordinator issues that cannot be managed at a local level.
<b>8</b>	To be trained in and follow all St John Ambulance protocols and procedures when driving or utilising vehicles, and to operate any vehicles and equipment in a safe, legal and effective manner.
<b>9</b>	To ensure that vehicles and equipment (including consumable stock and uniform) are known about and support the Logistics Co-ordinator in ensuring that these are available at all times
<b>10</b>	To liaise with the Fleet team about vehicle issues as appropriate.
<b>11</b>	To manage your team, under the direction of the Logistics Coordinator and Regional Events and Logistics Manager.
<b>13</b>	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: asset management, volunteer management, cooperative working, delegation and lateral thinking. You will receive training for role including driver training and health and safety training.

<b>5. Person specification</b>			
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.			
<b>Requirements</b>	<b>Essential and desirable criteria</b>		<b>Method supporting assessment</b>
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<b>Education and qualifications</b>			
Educated to GCSE level or equivalent (Grade C)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
<b>Experience</b>			
Experience of working in a logistics environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Experience of managing volunteer teams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
<b>Skills, knowledge and abilities</b>			
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
<b>Motivation</b>			
Ability to work as part of a team	<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
Willingness to travel: Car owner and driver with insurance to cover business use. Full clean driving license	<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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