

# Volunteer role description

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## 1. Role details

<b>Role title</b>	<b>District Youth Lead, Youth Services</b>
<b>Time commitment</b>	<b>Average 10 hours a week – evenings and weekends</b>
<b>Accountable to</b>	<b>Regional Youth Manager</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

The district youth lead will assist the regional youth manager in driving an increase in the number of young people who volunteer by managing the training and developing the overall experience so that they continue to volunteer with SJA into adulthood. They will manage a team of district youth officers to support units to deliver youth programmes.

## 3. Main duties and responsibilities

<b>1</b>	To provide expert support to unit leaders on youth matters.
<b>2</b>	Ensure delivery of new and existing initiatives for young volunteers in line with national strategy.
<b>3</b>	Enable units to meet their commitments by ensuring that appropriate training takes place and training standards are maintained, working collaboratively with the regional training team and ensuring the region has adequate volunteers to meet the needs of its local communities and deliver SJA's strategic objectives.
<b>4</b>	Work closely with the regional training and community projects manager and district training officer to ensure a joined up approach to training of young volunteers.
<b>5</b>	To be responsible for managing budgets for their areas of responsibility
<b>6</b>	Ensure that volunteers within the district receive appropriate reward and recognition for their achievements and contribution to St John Ambulance.
<b>7</b>	To ensure compliance with national standards specifically youth leader training, adventure activities, safeguarding and youth volunteering.
<b>8</b>	To ensure that youth unit leaders work collaboratively with the regional team to share best practice and develop shared charitable activities and projects
<b>9</b>	Working with the District Youth Officers to ensuring that youth units are providing a suitable balanced programme of training for young people
<b>10</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: Communication skills with staff at all levels of the organisation and external partners; Training and presentation; Event management; Youth work skills and management of youth work activities. Training you will receive related to you're role is Essential Skills in Youth Work; Leadership Skills in Youth Work; First aid training; Out About and Overnight; Camp and Residential Leader Training; and Training for event management and other volunteering policy areas.

<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>
	E	D	
<b>Education and qualifications</b>			
Educated to GCSE level or equivalent (Grade C)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Youth Work or St John Ambulance Youth Leadership qualification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
<b>Experience</b>			
Experience of supporting and working with young people (between the 5-18 age)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Experience of delivering the SJA Youth programme	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Experience of forming strategic partnerships	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Experience of applying for and securing funding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
<b>Skills, knowledge and abilities</b>			
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
Understanding of the SJA youth programme	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Understanding of youth volunteering and safeguarding policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Knowledge of engaging with young people and hard-to-reach areas of the community	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Ability to attract funding streams for youth-based activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Interview
<b>Motivation</b>			
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
Possess energy, commitment and enthusiasm towards the charity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Willingness to travel within the district and region as necessary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview

**This role is exempt from the provisions of the Rehabilitations of Offenders Act.**

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