

1. Role details

Role title	District Youth Officer, Youth Services
Time commitment	Average 10 hours a week – evenings and weekends
Accountable to	District Youth Lead

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 officers will assist the District Youth Lead in supporting the delivery of the St John Ambulance (SJA) Youth programmes within the district by working with Unit Youth teams; Area Managers and Regional Youth Team.

3. Main duties and responsibilities

1	To provide expert support to unit leaders on youth matters.
2	Ensure delivery of new and existing initiatives for young volunteers in line with national strategy.
3	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.
4	Work closely with the area managers, training and community projects to ensure a joined up approach to training of young volunteers.
5	Ensure that volunteers within the area and unit structure receive appropriate reward and recognition for their achievements and contribution to St John Ambulance.
6	To ensure compliance with national standards specifically youth leader training, adventure activities, safeguarding, youth volunteering policy
7	To ensure that youth unit leaders work collaboratively with the regional team to share best practice and develop shared charitable activities and projects
8	Ensuring that youth units are providing a suitable balanced programme of training for young people
9	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 your 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.

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			
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
Experience			
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
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
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
Motivation			
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

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