

1. Role details

Role title	District Logistics Officer, Events and Logistics
Time commitment	Average eight hours a week
Accountable to	District Logistics 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

This role plays a vital part in the team to organise and execute effective deployment of operational tools, vehicles, consumables and other equipment through planned and controlled methods throughout St John Ambulance, and will be at the cutting edge of ensuring that all of the above are available in the right place and at the right time.

3. Main duties and responsibilities

1	To provide efficient supply – To ensure all stock and uniforms are at effective levels and in the appropriate storage locations locally, to enable efficient deployment when needed. To keep up to date data and records of all local stock levels in those locations and keep stock loan / return information.
2	To provide effective maintenance – To ensure that vehicles and equipment (including consumable stock and uniform) are maintained to SJA standards and support the District Logistics Lead in ensuring that these are available at all times.
3	To provide efficient deployment – To liaise and assist with supply to ensure the delivery of the overall logistical requirement of the district is met, and to ensure that events have the logistical resources to fulfil all their requirements.
4	To work with other members of the Logistics team as necessary.
5	To work alongside other districts and areas to distribute and plan resources appropriately
6	To provide information and reports to the District Logistics Lead as directed
7	To bring to the attention of the District Logistics Lead areas that cannot be managed at a local level
8	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.

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 type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Experience			
Experience of working in a logistics environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Experience of managing volunteer teams	<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
Motivation			
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

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