

1. Role details	
Role title	County Vice President
Expected commitment	Varies with need but as agreed with line manager
Accountable to	County President
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 Vice President you will champion and support volunteering and act as an ambassador for St John Ambulance in the community. You will support either a particular SJA activity – e.g. Cadet units in the County – or all SJA units in a part of the County. The appointment is for an initial term of three years after which a maximum of one additional term may be offered at the discretion of the Chief President.

3. Main duties and responsibilities	
1	Support, encourage and champion volunteers in SJA and promote the work of SJA volunteers to their local communities.
2	Act as ambassador for SJA and build relationships with other local organisations that can be beneficial to SJA.
3	Promote SJA and the Priory in the local communities in line with PR policies and governance.
4	Take a proactive role in the Priory Honours and Awards process, helping the units ensure that volunteers are properly and appropriately recognised.
5	Help and support the Area and District Managers as required.
6	Initiate or support fundraising activities, working with the Regional Fundraising Coordinator and local volunteers.
7	Assist County President to motivate Presidents within the county, ensuring that they are adding value to SJA.
8	Identify people from outside SJA who have skills and desire to become SJA volunteers and introduce them to the region.
9	Ensure that candidates are available to succeed presidents and appoint them as appropriate, following the SJA recruitment and selection process.
10	Attend local SJA meetings and formal/ceremonial events as required.
11	Cover for the County President as needed.
12	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
Training is available in first aid and other internal learning opportunities.

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 degree level or equivalent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CV / Interview
Experience			
Leadership of teams in a voluntary, business or public sector environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CV / Interview
Coaching, mentoring and mediation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CV / Interview
Skills, knowledge and abilities			
Excellent diplomacy and influencing skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CV / Interview
Knowledge of SJA organisation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CV / Interview
Good business sense	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CV / Interview
Ability to identify potentially beneficial opportunities and partnerships	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CV / Interview
Ability to advise and support others	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CV / Interview
Network of influential contacts across the county	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CV / Interview
Basic PC skills including email, internet and Microsoft Office or equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CV / Interview
Motivation			
Positive outlook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CV / Interview
Passion for St John Ambulance's vision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CV / 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: Chief President / P&O

Date of preparation: November 2015