

1. Role details	
<b>Role title</b>	<b>Regional Fleet Lead, Fleet and Facilities</b>
<b>Expected commitment</b>	<b>Six to ten hours a week</b>
<b>Accountable to</b>	<b>Regional Fleet 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
The regional fleet lead, working with District Fleet Officers, is responsible for ensuring that all vehicles comply with the most current legislation and in accordance with St John Ambulance's National Fleet policies and procedures. This position will be responsible for co-ordinating maintenance and repairs of the fleet to reduce downtime ensuring maximum availability and optimal usage across the region. The regional fleet lead must ensure the fleet reflects the professional image of the organisation.

3. Main duties and responsibilities	
1	Support the Regional Fleet Coordinator to schedule mechanical servicing, deep cleaning and calibration of equipment on fleet in line with National and Regional Policy; and in liaison with the logistics team make recommendations for replacement, rejection and repair of equipment where applicable.
2	Support the Regional Fleet Coordinator to ensure that St John Ambulance has a fleet fit for purpose, is maintained in a cost effective manner and meets operational and patient needs.
3	Working with the Regional Fleet Coordinator, manage the District Fleet Officers to ensure an effective service for districts.
4	Ensure that all aspects of the vehicle information and associated details held on the fleet management system, DIPS, are accurately maintained in a timely manner and provide management reports as required.
5	Manage and maintain information relating to vehicle records and progress work required for the vehicle.
6	Support the Regional Fleet Coordinator to ensure the vehicles are appropriately kitted out in accordance with national recommendations, coordinating the overall logistical requirements of the region for the fleet and its assets to ensure maximum availability.
7	To ensure the fleet is operating to the latest legal, policy and procedure requirements.
8	To represent their region at meetings within St John Ambulance as required.
9	To ensure that procedures are adhered to for the ordering, receipt and issue of SJA fuel cards, and that fuel card transactions are recorded on DIPS and verified in accordance with vehicle usage.
10	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: fleet management and volunteer management. Training will be provided on an as needed basis.

<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
ICFM or similar qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
<b>Experience</b>			
Experience of working in the field of fleet management/logistics environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Experience in mechanical maintenance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Experience of working in a first aid providers environment	<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 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
Ability to work in a fast moving, pressurised environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Capable of negotiating pricing and delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ability to identify opportunities for improvement and cost reduction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/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
Willingness to travel: car owner/driver with insurance to cover business use. Full driving licence compliant with national policy.	<input checked="" type="checkbox"/>	<input 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: December 2015