

1. Role details	
Role title	County Priory Group Secretary
Expected commitment	As required
Accountable to	Chair, County Priory Group
This person will be your main point of contact whilst volunteering for St John Ambulance. They will provide you with the support and supervision necessary for you to perform your role	

2. Role summary
<p>The priory of England and the Islands of the Order of St John is one of eleven international priories of The Order of St John.</p> <p>County Priory Groups undertake the work of the Priory at a county level and have a wide range of responsibilities including:</p> <ul style="list-style-type: none"> • Acting as Ambassadors for St John • Having responsibility for managing the Honours and Awards process • Supporting local St John Ambulance units • Liaising with the Priory Hospitaller and supporting the Eye Hospital in Jerusalem • Supporting St John Associations overseas • Conducting annual Organ Donor Award Ceremonies in partnership with NHSBT • Overseeing the Preservation of County St John Archives • Promoting of Faith aspects via County Chaplains • Liaising with The St John Fellowship • Liaising with Lord Lieutenants • Fundraising for all parts of St John. <p>The post holder will assist the County Priory Group Chair with administration required to ensure the operations of the group.</p>

3. Main duties and responsibilities	
1	Arrange CPG meetings in conjunction with the Chair, including collation and distribution of papers.
2	Take minutes and action notes at CPG meetings and distribute them as needed.
3	Liaise with secretaries of other Regional CPG's.
4	Assist the CPG Chair in arranging CPG events.
5	To undertake any other duties as required and commensurate with the level of this post and contribute as required to the wider work of the team.
6	To act in accordance with SJA values.

4. Skills you will develop and training you will receive
<ul style="list-style-type: none"> • Administrative and organisational skills • One to one support and supervision from line manager.

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 job description) and forms the basis for selection.			
Requirements	Essential and desirable criteria		Method supporting assessment
	E	D	
Education and qualifications			
Good general standard of English and Maths	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Experience			
A good understanding of administrative practices and helping to arrange events and meetings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Experience of St John	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Skills, knowledge and abilities			
Ability to treat information with confidentiality and discretion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
An ability to use Microsoft packages including Word, Excel and Outlook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ability to communicate effectively, both verbally and non-verbally with a wide spectrum of people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Able to work on own initiative and willing to be adaptable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Motivation			
Willingness to adapt and learn new skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Willingness to travel, if appropriate	<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 the Priory. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Prepared by: North East / Volunteering / Priory Affairs

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