

1. Role details	
Role title	District Training Officer, Training and Community Projects
Expected commitment	Approximately 10 hours a week including evenings and weekends
Accountable to	District Training 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
As district training officer you will, working within a team with the district training lead and other district training officers, provide the link between the regional training function and the district, enabling the district to develop an effective training plan which meets clearly identified organisational needs and support the implementation of that plan.

3. Main duties and responsibilities	
1	Contribute to the formulation of the district element of the regional training plan, ensuring that the regional plan takes full account of the operational needs of the district.
2	Ensure that the training within the district takes place according to plan, ensuring targets are achieved and consistency of quality is maintained.
3	To lead the learning needs analysis and training delivery for specific areas of the district, in partnership with trainers, assessors, area managers; unit managers and unit training leads.
4	To liaise with the internal standards and verification lead and members of the regional training team to ensure that training is scheduled to meet the operational requirements of the district.
5	Report to and attend regular regional training meetings and appropriate district/ area level meetings.
6	Contribute to the internal training budget planning and monitoring processes.
7	Working with the district training lead and other district training officers to provide a point of contact for training queries within the district, including engagement with area managers, unit managers, unit training leads and other functions
8	Ensure volunteer training is scheduled to meet the operational needs of the district, liaising with other members of the regional training & community projects function as appropriate.
9	To actively participate in the recruitment, retention and support development of volunteer trainers and assessors.
10	Attend CPD events as required, to maintain own competence and knowledge relevant to the role and to maintain personal development records.
11	Assist the training and community projects manager and district training lead prepare internal audit as necessary.
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
Skills you will develop are: time and people management; coaching & mentoring; volunteer development reviews and learning & training needs analysis.

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
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Education and qualifications			
Educated to GCSE level or equivalent (Grade C)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Working towards or have a Level 3 Award in Education and Training (or equivalent)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Experience			
Proven experience of managing people across multi site locations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Proven experience of effective and appropriate decision making leading to achievement of targets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Experience of communicating with both volunteers and employees	<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
An understanding of training procedures and protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Knowledge of St John Ambulance products and services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Smart professional appearance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Good verbal and written presentation skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/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
Ability to prioritise workload	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Willingness to be flexible and to travel throughout the district	<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 / Training

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