

Volunteer role description

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1. Role details

Role title	District Cycle Response Officer, Events and Logistics
Time commitment	Average eight hours a week – evenings and weekends
Accountable to	Regional Operational Cycling 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 cycle response officer you will assist the regional cycle response lead oversee the safe and effective development and overall management of St John Ambulance cycle response within the district in accordance with St John Ambulance national policy.

3. Main duties and responsibilities

1	Provide advice and support to the regional operational cycling lead and assume operational responsibility for cycle response unit activity within the district.
2	Develop and maintain operational cycling in the district, within the national framework.
3	Ensure effective liaison and co-operation between the cycle response units and all other units within the district and local external agencies as necessary working alongside the district and area managers as needed.
4	Ensure that all operational cyclists in the district have appropriate training, qualifications and level of fitness in order to undertake their tasks effectively in line with national policy.
5	Assist the regional operational cycling lead on the effective utilisation, maintenance and procurement of equipment and bicycles in accordance with St John Ambulance policy.
6	Prepare and present information and reports pertaining to the cycle response unit as required in the district. In particular to lead of requirements in support of health and safety audits in relation to operational cycling.
7	Ensure a high standard of documentation and general administration, including evidence of risk management and overall standards of clinical governance within cycle response / infection prevention and control mechanisms.
8	Support the development of volunteers in the cycle response unit through action plans for their volunteering and ensure annual revalidation for role is complete.
9	Annual participation in the national operational cycling forum, supporting the development and sharing of good practice across St John Ambulance and the development of emergency services cycling.
10	Represent St John Ambulance in a professional manner at all times.
11	Follow all St John Ambulance Policies and Procedures as implemented within the organisation.
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: volunteer management and team work. You will receive training in SJA operational cycling policy, leadership and management and event management.

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
Operational cyclist in accordance with national policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Advanced cycle training in accordance with national policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Experience			
Project management and planning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Experience of strategic planning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Operational experience over a 2-3 year period	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Working within a team and motivating others to succeed	<input checked="" type="checkbox"/>	<input 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
Regular cyclist and bicycle nomenclature familiarity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Strong team working and leadership 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
Good organisational skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ability to operate at a strategic level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Ability to deliver complex projects on time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ability to act as an ambassador for St John Ambulance	<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: June 2014