

## 1. Role details

<b>Role title</b>	<b>District Manager</b>
<b>Time commitment</b>	<b>16 hours per week, evenings and weekends with some daytime</b>
<b>Accountable to</b>	<b>Regional Director</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 District Manager role is complex and challenging so you will be a proactive manager with the necessary skills, knowledge and experience to manage change, build and lead high performing teams and continually focus on the delivery charitable services. You are accountable for managing up to 80 mixed services units across a number of council areas and for delivering SJA services to the local community.

## 3. Main duties and responsibilities

<b>1</b>	Enable units to meet their commitments relating to St John Ambulance (SJA) service delivery by: <ul style="list-style-type: none"> <li>- recruiting and developing a competent team of Area Managers who effectively support and develop Unit Managers;</li> <li>- coordinating the activities of functional specialists to ensure effective support is available for units and frontline volunteers (including coordinating emergency and resilience);</li> <li>- ensuring training standards are maintained,</li> <li>- working collaboratively with the Regional Training Team</li> <li>- ensuring the region has adequate volunteers to meet the needs of its local communities and deliver SJA's strategic objectives.</li> </ul>
<b>2</b>	To ensure compliance with national standards specifically code of conduct, safeguarding and local fundraising.
<b>3</b>	Responsible for the implementation of SJA policies and strategies for volunteering.
<b>4</b>	To manage the district's budget and ensure that financial targets are met.
<b>5</b>	Ensure that event first aid; youth and training activities across the district are managed to a high standard in terms of patient care, customer satisfaction and operational effectiveness.
<b>6</b>	Develop and maintain processes that support and deliver regulatory compliance especially (but not exclusively) those that meet the compliance requirements as a provider of regulated healthcare activities.
<b>7</b>	Responsible for ensuring that all activities of the volunteer workforce within the district are delivered safely and effectively within internal and external regulatory/ compliance frameworks.
<b>8</b>	To ensure that the District's teams work collaboratively with all regional and national teams to share best practice and develop shared charitable activities and projects.
<b>9</b>	Ensure that volunteers within the Area and Unit structure receive appropriate reward and recognition for their achievements and contribution to SJA.
<b>10</b>	To apply all key human resource policies including volunteer recruitment; retention; grievance; discipline and recognition.
<b>11</b>	To work with other members of the Regional Management Team to provide direction to the region as a whole.
<b>12</b>	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: senior leadership and management skills. Training you will receive will be tailored to the roles requirements and you're specific needs.

<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 A-Level or equivalent (Grade C)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Qualification in youth work and / or first aid	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
<b>Experience</b>			
Successful experience of volunteer management within a large organisation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Experience of preparing and monitoring budgets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Experience of managing a team	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Knowledge of St John Ambulance and its contributions to society	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Capable of multi-tasking, prioritising work in order to meet challenging deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Inspirational team leadership and people-management skills	<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 around the region and attend national events as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview

**This role is exempt from the provisions of the Rehabilitations of Offenders Act.**

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