

**Role title:** Minutes Secretary

**Expected commitment:** Voluntary

**Accountable to:** Commissioners Operations and Youth

*(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.)*

**This role requires a CRB check**

## Role summary

No one should die because they needed first aid and didn't get it, yet up to 150,000 people die every year in situations where first aid could have given them a chance to live. St John Ambulance teaches people first aid so they can be the difference between life and death, and you can help us do this.

To take minutes at St John Ambulance members' committee meetings including termly youth leaders meetings, absence cover for secretary of bi monthly Commandery staff meetings and other ad hoc meetings as required. To send out meeting agendas and circulate meeting minutes by email.

## Main duties and responsibilities

1. To attend St John Ambulance members' committee meetings to take minutes / actions. These will include termly youth leaders meetings and absence cover for secretary of bi monthly Commandery staff meetings as well as other ad hoc meetings as required.
2. After meeting to circulate by email minutes / actions from meetings in a timely manner to meeting attendees and other appropriate recipients.
3. To book meeting room for meetings.
4. Prior to meeting to circulate by email meeting reminders, agendas and previous minutes / actions to meeting attendees.

## Skills and qualifications required

Requirements	Essential and desirable criteria	
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<b>Education/qualifications</b>		
Good GCSE or equivalent in English and Maths		✓
Computer literacy qualification i.e. ECDL		✓
Shorthand qualification		✓
<b>Experience</b>		
Interest in voluntary work	✓	
Experience within St John Ambulance		✓

Experience of working with volunteers		✓
<b>Skills, knowledge, abilities and behaviours</b>		
Good communication skills	✓	
Good administrative and note taking skills	✓	
Ability to maintain confidentiality	✓	
Willingness to undertake training appropriate to the role	✓	
Access to internet and email	✓	

## Skills you will develop

- Working with people
- Administrative skills
- Volunteer support

## Training available

Individual training needs to be assessed and training provided through on the job training and other training provisions.

## Volunteering location

Jersey

## Contact details for recruitment

Please contact for any further information and apply in writing including a CV to Christine Gavey, Commissioner Youth, telephone 507809 or email [countyhq@sja.org.je](mailto:countyhq@sja.org.je)

## General information for all St John Ambulance volunteers

### Recruitment method

To become a St John Ambulance volunteer you will be asked to complete an application/joining form and provide references. Depending on the nature of your role you may be required to undergo a Criminal Record Bureau check. You will be provided with an induction and training relevant to your role.

You will only be able to begin your volunteering once we have completed the necessary checks relevant to your role.

### Criminal Record Bureau (CRB) checks

Confirmation of your appointment will be subject to the receipt of a satisfactory CRB check if, during the course of your role, you are likely to carry out tasks with, or in supervision of, children or vulnerable adults.

### Probationary period

Final confirmation of your appointment to this role is subject to a maximum six-month probationary period or twelve months in the case of volunteer youth related positions. (Further details on the requirements for youth related positions can be found in the St John Ambulance *Policy for working safely with children and vulnerable adults.*)

### On-going training

All our volunteers are provided with the necessary training to enable them to carry out their role. To continue to operate in this role you must maintain the competencies required and an appropriate level of fitness where roles are physically demanding. County Medical Officers are responsible for making decisions on fitness for role based on previous performance and the medical form you will complete as part of the recruitment process.

**Confidentiality**

All information concerning volunteers, employees and patients shall be treated as strictly confidential at all times.

**Equal opportunities**

It is the aim of St John Ambulance to ensure that no one receives less favourable treatment on the grounds of age, sex, race, colour, religion, marital status, sexuality or disability; or, is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. Everyone shall adhere to our equal opportunities policy and ensure that diversity is valued throughout St John Ambulance.

**Health and safety**

We aim to provide a safe environment for all our volunteers. We will therefore make you aware of your responsibilities under the Health and Safety at Work Act 1974, and to ensure that agreed safety procedures are carried out and to maintain a safe environment for volunteers, employees and visitors.

**Data protection**

If you have contact with data systems, computerised or otherwise, you are required to obtain, process and/or use the information in a fair and lawful way; to hold data only for the specific registered purpose; and not to use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

**Expenses**

Your volunteering for St John Ambulance should not cost you anything. We will reimburse all legitimate out of pocket expenses incurred during your volunteering with us. You should take to your supervisor to confirm what expenses you can claim.

**Reward and recognition**

St John Ambulance has a long history of recognising the outstanding contributions volunteers make to the organisation. Our volunteers provide their services, occasionally in extremely challenging circumstances. Each St John Ambulance county seeks to recognise its volunteers and there are a number of distinguished national awards. More information about how your contribution might be recognised can be found on the St John Ambulance member website.

**Review of this description**

This role description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of St John Ambulance. This role description is to be reviewed in conjunction with the volunteer on an annual basis as part of the support and supervision process. It is expected that the volunteer will be as positive and flexible as possible using this document as a framework.

**Internal use only**

<b>County/ NHQ Dpt:</b>	Jersey
<b>Initials:</b>	JA/CG
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