

Role title: Youth Membership Secretary

Expected commitment: Voluntary

Accountable to: Commissioner 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.

St John Ambulance Cadets and Badgers receive many to join enquiries and the post holder will be responsible for responding to these, maintaining waiting lists and managing the joining process.

Main duties and responsibilities

1. To co-ordinate enquiries from parents received via the office, website or directly.
2. To maintain a list of young people wanting to join.
3. To liaise with Unit Leaders to monitor places and facilitate the allocation of new youth members to Badger and Cadet Units.
4. To liaise with parents keeping them informed about the joining process and providing all the necessary information and paperwork for joining.
5. To keep the Commissioner Youth informed of membership requests and support development opportunities for increased youth membership of St John Ambulance in Jersey.
6. To maintain an awareness of all local St John activities, including local operational and youth matters.

Skills and qualifications required

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

Experience of working with volunteers and the public		✓
Skills, knowledge, abilities and behaviours		
Ability to work as part of a team.	✓	
Good communication skills	✓	
Good administrative and organisational skills	✓	
Ability to maintain confidentiality	✓	
Willingness to undertake training appropriate to the role	✓	
Regular access to telephone, internet and email	✓	

Skills you will develop

- Working with people
- Team working
- 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

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

County/ NHQ Dpt:	Jersey
Initials:	CG
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