

VOLUNTEER ROLE DESCRIPTION

UNIT YOUTH LEAD

As a Unit Youth Lead you will be responsible for coordinating and supporting the adult volunteers within your youth unit to ensure the delivery and provision of a quality, fun and engaging youth programme in a safe and inclusive environment. You will need to be fully trained as a Youth Leader for this role.

Expected time commitment: Flexible time commitment as agreed with Unit Youth Team and Unit Manager

Function: Youth and Volunteering

Line managed by: Unit Manager

WHAT YOU WOULD BE INVOLVED IN (DUTIES & RESPONSIBILITIES)

- Collaborating with your unit youth team to create an inclusive, safe and open environment in which young people can learn life skills including First Aid on a weekly basis.
- Leading, organising and supporting the preparation and delivery of the unit's programme in a fun and exciting way to ensure the engagement and satisfaction of those who attend
- Ensuring the safety and welfare of all young people and adults within the unit are maintained to St John Ambulance safeguarding requirements at all times.
- Empowering young people and ensure appropriate adjustments for inclusion and participation of all young people and adults are made within your unit
- Ensuring all young people and adults are treated equally and fairly by adult volunteers and to lead by example to maintain a respect and awareness of diversity in your unit.
- Understanding and applying all relevant youth policies and procedures, youth programme content and role requirements within your unit
- Completing all necessary training for the Youth Leader role.
- Coordinating, delegating and completing all administration, collection and distribution of resources and other support work to run your unit with support from the youth team at a unit, district and regional level.
- Processing of young people's achievements in accordance with regional processes
- Managing the adult volunteers and young people within your unit and providing feedback to your Unit Manager where necessary or asking for support if required.
- Completing the parent/guardian rota and coordinating your unit youth team to allow for flexible volunteering hours and to ensure all young people and adults without DBS clearance are suitably supervised at all times in accordance to safeguarding requirements

WHO WE ARE LOOKING FOR (PERSON SPECIFICATION)

- A willingness to engage and support young people to learn life skills, including First Aid in a fun, interactive manner. *Required*
- An enthusiasm for St John Ambulance as an organisation and dedication to our vision, mission and values. *Required*
- A commitment to the health and safety, wellbeing, safeguarding and inclusion of all young people and adult volunteers within your unit. *Required*
- A commitment to our Youth Voice principles (*Support, Empower, Inspire*) and supporting our young people to become future leaders. *Required*
- Able to work effectively as part of a team and to communicate well with other adults and young people. *Required*
- Able to lead others and to delegate and coordinate tasks fairly within a team. *Required*
- Has some experience working with young people or in a youth organisation. *Desirable*
- Willing to supervise young people on events and on camps and undertake required training to do so. *Desirable*

WHAT YOU WILL GET FROM THIS ROLE

- A sense of reward and satisfaction from contributing positively to your community by supporting young people to learn new life skills including First Aid
- Training for role with the opportunity to acquire greater responsibility or learn new skills
- New friends and colleagues as part of the St John family
- Experience within a youth organisation and skills in leadership, teamwork, responsibility, communication, planning and delivering programmes which may be beneficial for your career.

ROLE SPECIFIC EXPECTATIONS

- ***This role is exempt from the provisions of the Rehabilitations of Offenders Act.***
- To apply for this role, you must have completed all required Youth Leader training.

SCREENING REQUIREMENT FOR ROLE (CATEGORY TWO)

This role requires the following pre-volunteering screening checks:

- Health Review (including driving if appropriate).
- Enhanced criminal record check (DBS) with Child Barring List.
- Professional Registration (PIN) check (only applicable for HCPs).
- Two written references.
- Identity checks.
- Volunteering role discussion.

TRAINING & SUPPORT PROVIDED

The training we will provide for you in your first six months is as follows:

- Welcome programme introducing you to the charity.
- Induction to youth unit, youth programmes, role, policy and procedures with support from Unit Manager.
- First Aid for Youth Leaders training.
- Introduction to Safeguarding, Safeguarding Level 1 and Level 2 training.
- Training on appropriate IT systems such as Office 365, CONNECT, MyData, DIPS
- Complete Youth Leadership training (if not already achieved)
- Demonstration Course
- Driver training (if applicable).

Further training will be provided if desired as follows

- Training for Adventure Warrants
- Further First Aid training and Mental Health First Aid

SJA will provide workwear (a uniform) appropriate to the role excluding footwear and you will wear a 'Youth Leader' role bar when undertaking this role.

OUR VALUES

This role requires the volunteer to embrace the organisation's vision and values, which are:

Our vision is for communities that save lives and serve each other through volunteering for health and first aid. To achieve this, our mission will be to build volunteering for health into every community, providing first and second response and resilience every day.



This role description is intended as an outline indicator of general areas of activity and will be amended considering 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: Youth & Community

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