

### Is this for you?

Are you a leader who could confidently lead and grow a unit? Do you want to provide the best possible experience for your volunteers? Are you organised, motivated and able to offer support and guidance to those around you? Then the role of Unit Manager could be for you!

### Impact

As a Unit Manager, you will lead volunteers within your unit to deliver a wide range of services and activities to support your local community. With support from your Unit Leadership Team, you will organise unit meeting nights, provide support to members of your unit in all areas of their volunteering experience and grow your unit to improve our impact in your area.

**Expected time commitment**  
**Line managed by**

20 hours per month  
Area Manager

### What you would be involved in (responsibilities)

- Building a positive unit culture by engaging, developing, and supporting your team of volunteers
- Working with your Unit Leadership Team to plan and develop unit nights, training sessions and activities appropriate to your Unit
- Providing management support to your Unit Leadership Team and volunteers within your unit through regular 121s and annual reviews
- Recognising the contributions of your volunteers in line with Reward & Recognition procedures
- Working closely with your Area Manager to support area growth and development

### What you would be accountable for

- Working with the facilities team to ensure the unit meeting place is fit for purpose
- Maintaining up to date knowledge of St John policies and procedures
- Ensuring your unit is compliant with Health & Safety and Safeguarding policies

### You will need to have the following (personal specification)

- Ability to motivate, inspire and support others
- Ability to build relationships with a wide range of people
- Strong planning and organising skills
- Leadership and people management skills
- Ability to work proactively and on own initiative
- Enthusiasm for the work of St John Ambulance and appreciation for our values
- Comfortable with Microsoft Office applications

### What you will influence

- Experience of volunteers within your unit
- Wellbeing of your local community

### Training and support provided

The training and support we will provide for you over is as follows:

- Welcome programme introducing you to the project & wider charity
- Training in appropriate SJA policies
- St John Safeguarding training relevant to your role
- Out of pocket expenses

SJA will provide uniform in this role as appropriate.

## Our values

This role requires the volunteer to embrace the organisation's vision and values, which are:  
**Communities that preserve and protect life through volunteering for health and first aid.**

The way we do things as a charity is underpinned by our 'HEART' values. We expect all our people to uphold and apply these values in all they do.



**HUMANITY**



**EXCELLENCE**



**ACCOUNTABILITY**



**RESPONSIVENESS**



**TEAMWORK**

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

This role profile 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:** IF

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