

Is this for you?

Are you passionate about seeing your St John Network embedded at the heart of events in your local community? Do you have the drive to ensure that volunteers have the best experience possible at events? Then you may be interested in the Network Event Service Lead role.

Impact

This role is critical to helping your Network succeed in reaching the community first aid targets and contributing to the planning and delivery of Community and Small events.

Expected time commitment	Average of 10 hours per week (flexing in line with demand)
Line managed by	Network Lead

What you would be involved in (responsibilities)

- Supporting Collaborate in the planning and coordination of Community and Small events within the Network.
- Serve as a valuable resource of local insights and support for the Regional Event Team, promptly escalating any emerging issues.
- Promote effective communication, task delegation, and member motivation within communities of interest under the First Aid Service Delivery function.
- Ensure that Community and Small events within the Network are executed to a high standard, meeting all contractual obligations.
- Coordinate the necessary resources (including personnel, equipment, and fleet) for all events within the Network, and work closely with Network Leads to ensure delivery meets agreed-upon provisions.
- Verify that the event organizer provides a clean, private, and suitable treatment area, or arrange for the Network to supply a gazebo if needed.
- Oversee the completion of the St John Medical Plan and Risk Assessment, and review the organizer's Risk Assessment, ensuring both are uploaded to DIPS before the event.
- Arrange for First Aid kits, event attendance logs, and any required gazebo or radio communications within the Network, while considering existing commitments.
- Maintain adherence to all St John Ambulance policies and procedures, with a keen awareness of external regulations (e.g., Care Quality Commission).
- Ensure post-event activities are completed, and guide members to provide feedback and escalate issues as necessary.
- Champion sustainable and ethical practices that align with St John's commitments to environmental and financial sustainability.
- Support the Network Volunteering Services Lead in motivating and retaining volunteers, identifying training needs within the Network—particularly for event delivery—and managing the monthly reporting process.

You will need to have the following (personal specification)

- Excellent communication and interpersonal skills, with an ability to engage stakeholders from other functional areas.
- Ability to use Microsoft applications and other computer-systems at an intermediate level.

- Ability to use SJA-specific systems (DIPS, MyData).
- Event Manager Foundation qualification. (*Optional*)

Training and support provided

Mandatory training:

- Welcome programme introducing you to the project & wider charity.
- Training in appropriate SJA policies.
- St John Safeguarding training relevant to your role.
- CQC Level 1
- Event processes
- SJA-specific systems (DIPS, MyData)
- Out of pocket expenses

Optional training opportunities:

- Basic life support first aid training
- Event Manager Foundation qualification (recommended)

SJA will provide uniform in this role.

Screening Requirements

- Right to Volunteer check
- Two references.

Equity, Diversity and Inclusion

St John Ambulance is committed to increasing the diversity of our teams and making sure we best reflect the diversity of the communities we serve. We want this commitment to be reflected in the diversity of the people who work with us. We welcome expressions of interest from people from all backgrounds and identities.

At St John, everyone is valued and supported to thrive; we have several networks including the Armed Forces Multi Culture, Disability and Accessibility, Pride, Family and Carers and Women's groups. We do not tolerate any form of discrimination and engender a sense of belonging for all, by creating an environment of mutual respect, where we value unique differences and demonstrate authentic allyship. We believe passionately in equity, diversity and inclusion.

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.

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