

Role Description– Induction coordinator

Responsible to: Chair, Aston LINKS,
Sector Recruitment Officer, LINKS

Purpose: To support potential volunteers through the application process, and assist them to become fully integrated volunteers in the unit.

Core activities within area of responsibility:

1. To ensure the safety and welfare of all volunteers and potential volunteers at all times
2. To ensure that all volunteers adhere to the policies and regulations of St John Ambulance
3. To liaise with the various LINKS Sector Support Officers
4. To regularly consult and listen to the views of volunteers
5. To present a summary of the role at the AGM
6. To develop and maintain plans to ensure that all relevant responsibilities are met
7. To preserve and uphold the corporate brand and image of St John Ambulance

Specialist activities required of this post:

1. To coordinate the society's presence at Freshers' fairs and other Student Union recruitment events
2. To support and encourage potential volunteers to complete the St John Ambulance application pack
3. To manage the induction unit of <name> LINKS
4. To coordinate the provision of interviews for potential volunteers at the unit, as part of the joining process
5. To coordinate the delivery of the induction session for potential volunteers at the unit, as part of the joining process

6. To liaise with the Sector Recruitment Officer–LINKS, identifying any difficulties with the joining process and seeking support where appropriate.