



LINKS Liaison Officer– Birmingham LINKS Role Description

Core Activities within area of responsibility

1. To maintain positive involvement and communication between Birmingham LINKS and the Guild of Students.
2. To continue to develop and expand the external training policy (ETP) at Birmingham.
3. To liaise with the various LINKS Sector Support Officers, specifically SSO Training and SSO Liaison.
4. To regularly consult the Guild Volunteering Projects Co-ordinator and unit Chair.
5. Ensure Birmingham LINKS is complying with its Guild responsibilities and activities, enhancing involvement and encouraging wider participation.
6. 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 across the University.

Specialist Activities required of this post

- To co-ordinate the provision of first-aid to non-members such as other student groups/volunteering projects or the Guild directly via the ETP.
- To develop and produce guidance documents explaining the policy and its implementation for distribution.
- Liaise with the Guild Volunteering Projects Co-ordinator and VPSAD as appropriate to update them on our activities, highlight areas for development and raise the profile of LINKS within the Guild of Students.
- Ensure all Guild related activities and paperwork is correct and submitted to Student Development.
- Liaise with SSO Training and SSO Liaison Officers to ensure SJA policies and regulation are implemented correctly regarding the ETP.
- Attend Guild Council and Mini-forums to ensure the society is represented at Guild wide consultations and our members interests are put forward.
- To promote Birmingham LINKS to others in the Guild of Students through our external training provision.

- To publicise opportunities for members to volunteer with St John Ambulance following course participation.
- To be responsible to the Chair and keep them informed of developments within the Liaison Portfolio.

Commitment required of this post

- Approximately 5-10 evenings to attend committee evenings
- Attendance at Guild Council (9 evenings) and Mini-forum's etc... (3 evenings)
- Attendance at the West Midlands LINKS Committee training event
- Attendance at the termly West Midlands Sector LINKS Meetings
- Other time to meet the specialist activities of this post

Role Description: LINKS Liaison Officer – Birmingham LINKS

Responsible to: Chair, Birmingham LINKS

Purpose: To ensure Birmingham LINKS continues to maintain strong working relationships with the Guild of Students and maintains a training provision for Guild members outside of LINKS and SJA.