



St. John Ambulance Training Co-Ordinator – Birmingham LINKS Role Description

Role Description	Training Co-Ordinator – Birmingham LINKS
Responsible to	Chair, Birmingham LINKS
Purpose	To provide members with opportunities for personal development and ensure members are adequately qualified for the roles they wish to volunteer for

Core Activities within area of responsibility

- 1 Ensure the safety and welfare of members at all times
- 2 To ensure Birmingham LINKS and its members adhere to all legal, general and dress regulations
- 3 To liaise with the various LINKS Sector Support Officers
- 4 To regularly consult and listen to the views of members
- 5 To present a summary of the role at the AGM
- 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

Specialist Activities required of this post

- ♦ To develop a termly Unit training programme and organise Unit-run courses (book trainers, venues, assessors, complete course paperwork and ensure members are informed of the arrangements in good time)
- ♦ To ensure that visiting trainers/assessors are met at the beginning of all training courses
- ♦ To promote and book members on training courses that form part of the West Midlands County Core Training Programme
- ♦ To ensure members maintain their skills by arranging for requalification courses
- ♦ To ensure the Unit record of member's qualifications remains true and accurate
- ♦ To organise, when requested, first aid courses for students who do not wish to join St. John Ambulance in line with St. John Ambulance policy
- ♦ To distribute course certificates to members
- ♦ To be responsible to the Chair and keep them informed of developments within the Training Co-Ordinator portfolio

Commitment required of this post

- ♦ Approximately 5-10 evenings to attend committee meetings
- ♦ Attendance at the West Midlands Sector LINKS Committee training event
- ♦ Attendance at the termly West Midlands Sector LINKS Meetings
- ♦ Other time to meet the specialist activities of this post