



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

<b>Role Description</b>	Communications Co-Ordinator – Birmingham LINKS
<b>Responsible to</b>	Chair, Birmingham LINKS
<b>Purpose</b>	To ensure effective internal and external communication within Birmingham LINKS

### 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 ensure Birmingham LINKS complies with St. John Ambulance and Guild of Students Information Technology policies
- ◆ To collate contributions for the Birmingham LINKS weekly e-mail Newsletter and ensure this is published on a weekly basis during term time
- ◆ To maintain, develop and update the Birmingham LINKS Public and Member's Websites
- ◆ To ensure the members@bhamlinks.sja.org.uk e-mail list remains accurate
- ◆ To liaise with the County Webmaster and National Headquarters Web-team as appropriate
- ◆ To assist the Executive Committee and other members with technical difficulties concerning the Birmingham LINKS website or St. John Ambulance e-mail accounts
- ◆ To ensure Society and Unit activities are publicised within student media and St. John Ambulance media (West Midlands County Briefing, West Midlands County Newsletter, LINKS World, St. John Life) when applicable
- ◆ To be responsible to the Chair and keep them informed of developments within the Communications 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