



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

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<b>Role Description</b>	Operations Co-Ordinator – Birmingham LINKS
<b>Responsible to</b>	Chair, Birmingham LINKS
<b>Purpose</b>	To co-ordinate the provision of First Aid by 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 LINKS Sector Support Officer (Operations)
- 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 co-ordinate operational activities of Birmingham LINKS
- ◆ To be the point of contact for customers wishing to book St. John Ambulance to provide First Aid services on the University of Birmingham campus
- ◆ To register, risk assess, resource and plan St. John Ambulance operations on the University of Birmingham campus (including the writing of Operational Plans and completion of post-event paperwork)
- ◆ To be the point of contact for St. John Ambulance staff and volunteers requiring help resourcing duties within West Midlands County and beyond
- ◆ To advertise within the Unit operations that members can volunteer to assist with
- ◆ To pass on any complaint about operational matters as soon as possible to the West Midlands LINKS Sector Support Officer (Operations)
- ◆ When possible, to attend operational events to keep in touch with operational matters
- ◆ To liaise with the St. John Ambulance West Midlands County Staff Officer Emergency Planning where appropriate
- ◆ To be responsible to the Chair and keep them informed of developments within the Operations 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 quarterly West Midlands Sector LINKS Meetings
- ◆ Other time to meet the specialist activities of this post