



St. John Ambulance Retention and Recruitment Officer– Birmingham LINKS Role Description

Role Description	Retention and Recruitment Officer – Birmingham LINKS
Responsible to	Chair, Birmingham LINKS
Purpose	To ensure Birmingham LINKS continues to exist, grow and develop

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 co-ordinate the Society presence at Freshers Fayre and Re-Freshers Fayre
- To develop and produce promotional literature
- To assist and encourage members to complete the St. John Ambulance registration forms
- To promote and co-ordinate opportunities for member development, especially the Amalfi Challenge
- To ensure new members are fully integrated into the Society and Unit
- To publicise opportunities for members to volunteer with St. John Ambulance during vacations and upon graduation, and to arrange for them to be put in touch with a local Unit
- To organise and publicise opportunities for members to take part in social activities with the Society/Unit or Sector.
- To promote membership of LINKS Alumni upon graduation
- To investigate reasons why members leave St. John Ambulance during and after University and to, in conjunction with the Unit Chair and other applicable individuals, develop strategies to address these issues
- To be responsible to the Chair and keep them informed of developments within the Recruitment and Retention Co-Ordinator portfolio

Commitment required of this post

- Approximately 5-10 evenings to attend committee evenings
- Attendance at Freshers Fayre (one day) and Refreshers Fayre (one day)
- 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