

Job Title: District Coordinator
Reporting to: Regional Director
Direct Reports: 0

Job Band: Band 5
Size of Team:

The District Coordinator provides support to the District Managers and their District management teams, to include updating reporting documents and organising meetings, ensuring key processes run to schedule, supporting internal communications to facilitate the effective running of the Districts. One of the key aspects is the role is to help the District Managers by making things happen on time, per budget and to the right level of quality. This involves a lot of scheduling, prompting, reminding etc. of the various management team members. District activities often happen in the evenings or at weekends so it is vital that the Coordinator is able to work variable hours to both support those activities and connect with other regional office-based people.

Key Responsibilities

- Provide support to the District Managers and their District Management Teams, as required, to facilitate effective working - to include diary management, managing correspondence etc.
- Support the performance of the District through facilitation of routine administrative and business processes.
- Work with the Regional Management Team Coordinator to promote and facilitate effective communications within the Region, including managing the District contribution to communications channels such as Newsletters, CONNECT and social media.
- Coordinate District management meetings, team meetings, etc including travel arrangements, booking of venues, arranging refreshments, managing agendas and follow up action points
- Provide support to other District teams, e.g. youth, clinical, events, as required to facilitate effective delivery of their roles.
- Support the District Managers in the full implementation of core processes such as the Volunteer Development Review as well as the roll-out of new policies and procedures.
- Produce routine District performance management reports in line with Regional reporting requirements, and provide other reports and data as required to support District and Regional management.
- Play a key role in the implementation / monitoring of and compliance with the organisation's policies and procedures. This includes dealing with matters efficiently, sensitively and confidentially in areas such as, human resources, finance, health and safety, commercial and information technology.
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder

You will

- Have willingness to learn and adapt new skills



BE PART OF A LIFE SAVING TEAM



Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
Education and Qualifications		
Educated to GCSE level or equivalent (Grade C) inc Maths & English	✓	
Experience		
Experience of organising and delivering support to meetings and other internal events	✓	
Experience of working with volunteers	✓	
Experience of compiling and presenting performance statistics and reports	✓	
Experience of writing and editing complex material into a corporate style based on principles of plain English		✓
Experience of writing persuasively for a number of audiences with different interest and levels of literacy		✓
Proven experience of success in internal communications		✓
Skills, knowledge and abilities		
Excellent interpersonal skills with ability to communicate effectively at all levels		✓
Ability to use Microsoft® applications at intermediate level	✓	
Able to prioritise work and manage a busy work load	✓	
Excellent planning and organising skills	✓	
Good customer service skills	✓	
Ability to work on own initiative and as part of a team	✓	
Skilled at prompting and chasing people to make things happen	✓	
Excellent time management skills	✓	

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: HR

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