

Job Title:	Schools Development Lead		
Reporting to:	National Training Delivery Manager, Schools	Job Band:	Band 4
Direct Reports:	0	Size of Team:	52

Responsible for supporting the development and implementation of the SJA schools training programme which aims to teach every school-aged child first aid by encouraging its inclusion into the school curriculum and within other educational and recreational institutions. The post-holder will develop and maintain relationships with key customers to extend SJA's reach to train more young people in first aid. They will lead specific local and national projects as part of the delivery of SJA's schools programme.

Key Responsibilities

- Develop new and existing relationships with schools, and establish partnerships with appropriate educational institutions and community groups to expand the reach of the schools programme. Deliver a demonstrable increase in numbers of young people trained directly by SJA or through utilisation of our resources
- Lead, develop and implement the schools programme with the relevant internal and external stakeholders, ensuring effective delivery and achievement of objectives
- Identify and implement mutually beneficial strategic partnerships and networks to ensure success of the programme, working with multiple agencies across different sectors including local and national government offices and external funders
- Support the wider training team in the delivery of training courses and provision of educational materials
- Project manage national events such as the Big First Aid Lesson and local events which support SJA's work with young people. Establish strong working relationships with other SJA departments and regional teams to ensure success of the programme
- Provide accurate and timely performance reports for all activity related to the programme. Manage budgets as appropriate and complete funding reports where required.
- Establish and maintain a database of contacts with schools and related institutions. Develop and execute communication plans and working closely with the central marketing team to deliver growth in line with business plan objectives
- Maintain a high level of subject knowledge and expertise particularly within the education sector. Provide expertise and guidance to relevant teams, specifically with regard to current and future schools work and social issues affecting young people.
- Liaise with teachers, school staff, young people, volunteers, community groups and the general public and deal with day-to-day enquiries relating to our work with young people, especially schools. Work with national and local fundraising teams to identify and secure funding to support the expansion of this programme
- Develop self and maintain knowledge in relevant field at all times and exhibit, promote and celebrate the values of St John Ambulance, along with demonstrating a dedication to the organisation's mission, vision and objectives.
- Support the National Training Delivery Manager, Schools as an active member of part of the wider management team to develop the business, optimise costs, improve impact of courses and enhance young people's experience of SJA programmes
- 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
- Need willingness to be flexible to meet the needs of the role including being willing and able to work unsociable hours and travel extensively

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	✓	
Training or teaching qualification		✓
Project management training		✓
Experience		
Experience of designing, developing and implementing projects for young people	✓	
Understanding of working within the education sector and / or with young people	✓	
Experience of building and maintaining strong customer relationships	✓	
Experience of working in a quality- driven, customer focussed environment	✓	
Proven project management experience	✓	
Experience of working in the voluntary sector		✓
Skills, knowledge and abilities		
Excellent interpersonal skills with ability to communicate effectively at all levels	✓	
Ability to use Microsoft® applications at intermediate level	✓	
Ability to work collaboratively to identify possible opportunities for funding and partnership working		✓
Able to compile, analyse and present performance statistics and reports	✓	
Ability to work on own initiative, as part of a team and under direction from manager	✓	

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

Date of preparation: 20/10/2016



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