

Job Title: Event Resource Coordinator
Reporting to: Event Delivery Manager
Direct Reports:
Job Band: Band 5
Size of Team:

The Event Casual Bank Coordinator is responsible for the management of the Region's Casual Event First Aider, Event Ambulance Crew and Event HCP resources ensuring that where we are unable to supply Volunteers to cover events we are meeting the shortfall with St John Ambulance Casual Workers to avoid the costs involved in using Third Party Providers.

Key Responsibilities

- Recruitment and maintenance of a bank of Casual Event First Aiders, Event Ambulance Crew and Event HCPs
- Responsible for maintaining a record of availability of members of the casual bank and offering appropriate assignments to casuals as they become available
- Working with the Event Delivery Coordinators to make sure that where possible any volunteer shortfall is met from the casual bank before Third Party Providers are approached
- Collation of monthly reporting on casual use and calculation of savings against potential Third Part Provider costs
- Ensure casual timesheets and expenses forms are checked, authorised and processed in line with SJA policy and procedure
- Effective liaison with all stakeholders and a good understanding of the incident management framework, good ideas scheme and any other sources of information to contribute to the ongoing improvement of the SJA Events business
- Understand the wider activities of SJA and support the overall performance of the charity through referrals, cross selling and general promotion of SJA
- Assisting with the preparations of budgets and financial information relating to the delivery of event services
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder.

You will

- Be able to work on your own initiative
- Have a willingness to learn new skills and adapt current skills to unfamiliar situations
- Be able to build relationships with stakeholders at all levels of the business
- Be willing to travel and work out of normal office hours when required



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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) including Maths & English	✓	
Experience		
Use of computerised systems; relevant planning systems, data input and bespoke applications	✓	
Experience of working within a team	✓	
Dealing with internal customers and stakeholders	✓	
Proven experience in building and maintaining positive relationships with internal customers	✓	
Experience of working in a busy office environment		✓
Experience of the events industry		✓
Familiarity with working in an environment where financial performance is key to organisational success	✓	
Experience of engaging and motivating a volunteer workforce	✓	
Skills, knowledge and abilities		
Excellent interpersonal skills with ability to communicate effectively at all levels	✓	
Ability to use Microsoft® at intermediate level	✓	
Excellent written and verbal communication skills	✓	
Ability to prioritise and attention to detail	✓	

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: MM

Date of preparation: 13 Dec 18



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