

Job Title: Cadet Programme Support Officer
Reporting to: National Youth Programme Lead
Direct Reports: 0
Job Band: Band 5
Size of Team: 4-6

This role will support the development of St John Ambulance's (SJA) offer for young people and the expansion of SJA's reach within communities by assisting with the development of the new SJA Cadet Programme, a project due to be completed on September 2020. This new programme is based around a refreshed and updated Cadet Grand Prior's Award.

The Cadet Programme Support Officer will support this project, with workstreams delegated by the line manager, helping to ensure the SJA offer to young people remains relevant, attractive and exciting. This is an integral part of delivering the organisational drive to increase youth volumes and participation in SJA.

Key Responsibilities

- Assist with developing an exciting and attractive core programme for young people: promoting initiatives in line with SJA's vision and mission
- Developing age-appropriate resources for Cadets aged 10-17. This involves writing new training materials, schemes of work, session plans and activities, but will equally involve commitment to developing a range of multimedia content to engage with a diverse range of learning styles.
- Support project functions and co-ordinate workstreams as delegated by line manager as part of the Cadet Programme Review, supporting the youth and volunteering strategy
- Coordinate St John people virtually and in person, for the effective delivery of these projects and workstreams; leading smaller volunteer teams as appropriate
- Liaise with other SJA teams and departments, volunteers, young people, their leaders and the general public and deal with day-to-day enquiries relating to our work with young people
- Support strategic partnerships and networks appropriate to projects and workstreams
- Facilitate and report on consultation across forums, working groups and youth units
- Provide subject matter expertise on the youth programme, or assist with research as appropriate
- Report on project and workstream budgets
- 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 frequent evenings and weekends

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), minimum of 5 including Maths & English	✓	
Degree or equivalent skills and experience relating to youth/community/education		✓
Experience		
Experience of working with young people	✓	
Experience of working with volunteers	✓	
Experience of facilitating workshops for a diverse range of groups	✓	
Experience of designing and developing programmes for young people	✓	
Experience of leading a small team of people		✓
Skills, knowledge and abilities		
Strong communication and teamwork skills	✓	
Ability to work under pressure and to strict deadlines, prioritising own workload	✓	
Ability to use Microsoft® applications at intermediate level	✓	
Strong organisational skills		✓
Ability to sustain collaboration across multi-function teams		✓
Strong writing skills: ability to write concise, engaging copy		✓
Research skills and ability to disseminate information for a young audience		✓

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: KMG

Date of preparation: April 2019



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