

Role description

Role title:	Development Officer
Grade:	Staff
Responsible to:	Service Development Manager
Status:	Temporary 24 Months (3 posts)
Hours of work:	22.5 hours per week with some evening and weekend work as required to meet the needs of the role
Place of work:	Home based with travel to St John Scotland head office in Edinburgh and across Scotland as required.

About St John Scotland

St John Scotland is a Scottish charity focused on developing community health resilience in order to save lives across Scotland. Most of our service in Scotland is delivered by volunteers across 12 Local Area Teams. Our focus is on developing and delivering four core services: Patient Transport, CPR training, Public Access Defibrillator provision and training, and Community First Responders

About the roles

The role of the Development Officer is to support our volunteer teams to develop and deliver core services and outcomes in order to build and consolidate the identity of St John Scotland nationally and in local communities.

Each Development Officer will support a number of Area Teams and will have a lead role in one of our core services.

Main duties and responsibilities

The focus of these roles will be:

- Supporting the development and delivery of our core services at a local level. This is very much a collaborative process, working with Area Teams, the Service Development Manager and partners to determine what is achievable and desirable in each Area in contributing to overall strategic objectives.
- Working with Area teams to engage with local communities to develop an understanding of their needs and demonstrate the impact of St John Scotland services in each Area.



- Building the capacity and enthusiasm of volunteer teams to deliver outcomes, ensuring that all volunteers feel recognised, supported and enabled. Working with the Volunteer Development Officer and our Communities of Practice to ensure that appropriate recruitment, development, and governance requirements are met in each Area and for each service.
- Organising and participating in events to support volunteer development, service delivery, community engagement and fundraising.
- Supporting the development of our core services at a national level and implementation at Area Level by:
 - Supporting communities to provide Public Access Defibrillators, ordering of equipment and monitoring impact within the community. Engaging with partner organisations to ensure an effective understanding of priority need and impact
 - Provision of free CPR and defibrillator awareness training to communities. This is delivered by local volunteers and partner organisations.
 - Provision of Patient Transport Services, with a fleet of up to 25 St John Scotland vehicles and many volunteers using their own vehicles. We provide services to renal dialysis and oncology patients attending hospitals across a number of health boards.
 - Developing a partnership with the Scottish Ambulance Service to explore how St John Scotland may increase its support for Community First Responder groups across the country.
- Supporting the development and ongoing work of our Communities of Practice to bring together expertise from across the organisation in order to develop our services; ensure these are effectively facilitated and promoting good practice across the organisation.
- Researching and make proposals for the development and enhancement of our current services within the strategic scope agreed by the Board, encouraging and enabling involvement from Area Teams.
- Ensuring that effective governance arrangements are in place for all projects and services at a local and national level in accordance with our objective of being an open and accountable organisation.
- Carrying out other duties in support of St John Scotland services, projects and activities as delegated by the Service Development Manager.



Person specification

Qualifications / Education

- Higher education with evidence of ongoing development

Experience

- Working with volunteers in a leadership role within a decentralised organisation to deliver specific outcomes.
- Community engagement to initiate projects, develop, deliver, and demonstrate impact.
- Developing effective partnerships, collaborative working arrangements and/or service agreements with other organisations which demonstrate contribution to overall objectives.
- Managing projects, event planning and administration reporting to senior management.
- Experience directly relevant to any of our core services is highly desirable.

Knowledge and Skills

- Ability to work collaboratively with volunteers, colleagues, and partners to develop and deliver services.
- Knowledge of governance and operational requirements of working within the charity sector.
- An awareness of community health resilience and equalities issues is desirable.
- Holding a First Aid or similar qualification is desirable. A willingness to undertake a relevant qualification is essential.
- Excellent IT skills, including experience of using the full Microsoft Office suite with a particular focus on communication within a decentralised organisation.

Personal requirements

- Able to demonstrate a willingness to work alongside volunteers to support them and their activity, to empower others and work collaboratively.



St John
Scotland

- Highly motivated and resilient. Able to use initiative, demonstrate discretion, sound judgement and effective decision-making ability.
- Excellent communication skills such that you can communicate effectively with people and groups from primary school children to Board Members.
- Flexibility and adaptability.
- Accuracy and attention to detail.
- Clean UK driving license and a willingness to travel on charitable business and work flexibly to enable effective engagement with our volunteer teams across Scotland. Where possible we would encourage the use of public transport, however access to a car for business use is essential for this role. (Mileage will be paid)

Applying for the role

Please submit applications by CV and covering letter, explaining how your skills and experience would be a suitable fit for the role, to info@stjohnscotland.org.uk by 09.00am on Monday 21 June 2021.