

Job Title:
Reporting to:
Directorate
Direct Reports:

Project Lead
Regional Programme Lead
Community Engagement
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Job Band:
Team
Band 5
2-3

Job Summary

As a Project Lead, you will deliver 1.5 – 2 hour sessions to young people involved with the NHS Cadet Programme with 3 hours flexible planning. The young people we recruit will undertake a programme of health-related volunteering sponsored by colleagues from NHS England; these young people will be recruited from marginalised communities across the UK

The sessions delivered will provide development to young people's citizenship and will focus on a desire to work or volunteer in an NHS role in the future. You will work closely and supervise Youth Support Workers (paid and voluntary) to plan and deliver appropriate content and to adapt the delivery to the individual needs of the young people on your programme.

The sessions will be delivered either face to face on partner NHS Trust building or SJA buildings, in a hybrid way or virtually; during term time. You should also be flexible over travel and the ability to also work evenings and weekends to provide assistance at residential activities when required or offered.

Key Responsibilities

- Deliver The NHS Cadets Programme, making it an exciting and attractive programme for young people
- Supervise St John Ambulance youth support staff and volunteers to deliver the programme and contribute to the Regional Programme Leads line management of the paid Youth Support Worker when required.
- Support young people enrolled in the programme to achieve their full potential, widen their horizons and learn new skills
- Be a subject matter expert on working with young people from marginalised backgrounds
- Encourage young people enrolled in the programme to undertake the opportunities for volunteering and social action offered to them in SJA, NHS Trust settings and in their local community
- To recruit young people onto the programme and retain their engagement
- Work collaboratively with direct reports to ensure participants are fully-supported in all aspects of the programme
- Cooperate as needed with evaluations of the programme's effectiveness, including regular reporting on service users and outputs achieved
- Support the delivery of the programme at evenings and weekends as required
- Administer the programme including attendance, share planning, updating trusts on progress and contributing to the development of the project when required
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder.

Important things you need to know about this job

- Be able to work frequent evenings and weekends
- Be willing to travel to multiple programme sites and/or work remotely when required
- Have a strong learning orientation and be committed to self-development.
- Hybrid or virtual programme will require good IT skills and connectivity

Our Values and Commitment to Equality, Diversity and Inclusion

- Our Values spell HEART which stands for Humanity, Excellence, Accountability, Responsiveness and Teamwork.
- Everyone who works at St John needs to be familiar with the HEART values and exemplify them.
- We are committed to being an organisation that is inclusive and welcoming of individual differences while championing equality of treatment and opportunity.

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 / 4) including Maths & English, minimum 5	✓	
Degree in Youth and Community Work or related subject or equivalent Skills and experience relating to youth/community/education		✓
Teaching/training/demonstrating or coaching qualification such as PTLLS/CTLLS/AET		✓
Experience		
Experience of delivering provision aimed at increasing opportunities directly aimed at young people from marginalised communities	✓	
Experience of Supervising others	✓	
Experience of leading and administering formal or informal programmes involving young people	✓	
Experience of coordinating/managing programmes which involved work placement or volunteering opportunities for young people		✓
Experience of supporting and/or mentoring young people in a programme setting, including supporting young people with complex social behavioural/educational needs		✓
Skills, knowledge and abilities		
Strong communication and teamwork skills particularly with young people	✓	
Ability to motivate young people who have low or unrealised aspirations	✓	
A willingness to undertake training appropriate for role	✓	
Ability to support and deliver to young people face to face, hybrid or online	✓	
Good IT skills and the ability to use internal electronic systems when required	✓	
Be willing and able to exemplify the HEART Values	✓	

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: CB, JF

Date of preparation: 14.12.23

Job Approved Date: [Date approved by Job Approval Panel]

Version: (x of y) [Iteration of Job Description]

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