

St. John Cymru- Wales

Volunteer role description

Position Title: Retention & Recruitment Officer
Responsible to: Volunteer Manager
Accountable to: Commissioner / County Operations Officer

Purpose / Summary of the category

To co-ordinate and implement national and local recruitment initiatives and events across Wales. Identify key areas that require support and liaise with the member services team to make recommendations on improvement planning.

Description of tasks:

- To assist at National and local recruitment events when required by County, Division or NHQ.
- Provide assistance and support to Divisions that require guidance on recruitment and retention matters.
 - Plan or Support planning of a recruitment drive
 - Identify areas in the division the retention may be an issue
 - Offer guidance on new members processes
 - Advise division on how they can source the latest recruitment materials
- Identify divisions that need support and guidance with recruitment and retention to prevent division from being closed or becoming underutilised.
- Identify key areas that new divisions could be erected and developed.
- Assist in the implementation of a new division.
- Work with the County and member services to produce focused and targeted recruitment plans.
- Implement key changes on recruitment / retention when issued by NHQ or Commissioner.
- Work with the County and Divisional youth teams on promoting and identifying areas that need assistance.
- Ensure that the online management system is maintained and up to date in order to assist recruitment and retention data.
- Ensure that enquiries made to divisions through the online management system are responded to within a timely manner.

Approximate time commitment

- This role has no obligation but would generally require around 12 hours a month
- Liaison with the Commissioner, Staff Officers, Divisions and Operations department in NHQ
- Attendance at regular events at Divisional, County and National Level
- Required to liaise with the member services team for guidance and direction

This is a voluntary position and therefore no contract of employment exists. Whilst therefore there is no obligation, a typical volunteer would commit to 12 hours per month depending on the role chosen within this category.

St John Cymru Wales Skills and attributes	
Essential	Desirable
Qualifications	
	<ul style="list-style-type: none"> • Administration • Recruitment
Experience	
<ul style="list-style-type: none"> • People management • Administration 	<ul style="list-style-type: none"> • Previous experience within the St. John Cymru Wales • Event Management
Skills	
<ul style="list-style-type: none"> • Planning and organisational • Good communication • Administrative and IT 	<ul style="list-style-type: none"> • Familiar with the local members and community. • Meeting procedures
Knowledge	
	<ul style="list-style-type: none"> • Familiar with the local members and community • Meeting procedures
Personal Attributes	
<ul style="list-style-type: none"> • Willingness to commit the time to the role • Organised and efficient • Honesty and confidentiality • Ability to foster team spirit 	<ul style="list-style-type: none"> • Confident • Self-disciplined • Reliable • Presentable

This is a voluntary role and is non contractual or legally binding