

Prince of Wales Nursing Cadet Scheme (POWNCS)

Regional Coordinator

Position title:	POWNCS – Regional Coordinator
Accountable to:	POWNCS National Lead
Location:	Regional base / Remote
Hours:	Minimum of 15 hours per month (Dependant on cohort requirements)
Role	This is a Volunteer role

Role summary

As the Prince of Wales Nursing Cadet Scheme Regional Coordinator, you will support the National Lead in co-ordinating the programme and be the link between the Region (North, Central and East and Mid and West) the National Lead and National Headquarters Training and CYP (Children & Young People) directorates.

St John Ambulance Cymru and the Royal College of Nursing have entered a working collaboration focusing on a scheme which offers blended ways of learning opportunities for young people aged 16-25. This has been endorsed and been granted Royal status by His Royal Highness the Prince of Wales and Clarence House.

The Prince of Wales Nursing Cadet Scheme provides a transformational learning experience to improve the skills and abilities of those who undertake the programme. The Scheme raises awareness of the various Healthcare careers within the health care sector.

The scheme combines learning and fun to enhance experience, the Scheme combines its teaching and learning alongside clinical placements which enables and empowers the Cadet to make career development decisions for the future.

The POWNCS is designed to help and develop skills for life and potential employment in the future. This also permits the Cadets to make valuable contributions to society and expose them to the world of healthcare.

The scheme is set out in the way of learning modules which the cadets complete and submit for marking which allows feedback and reflection. The programme includes 70 hours of learning which is tutor lead, 40 hours of guided learning, 20 hours of clinical

observation placement within a health care environment and 10 hours of self-directed learning.

The POWNCS runs alongside all other St John activities and enhances practical and theoretical skills which the Nursing Cadets can use and develop over time. An additional bonus of the POWNCS is that all the Nursing Cadets that complete the programme will be offered a guaranteed interview within the Health Board they live for a Bank Health Care Support Worker role (subject to the local Health Board minimum requirements)

Expenses occurred through this volunteer role are claimable such as travel.

Key duties and responsibilities:

- Providing guidance and advice to the National Lead and engage with the County Commissioner and County Managers on all matters relating to the POWNCS.
- Supporting cohort Recruitment in Region to cohort deadlines (advertise, collate data for national Lead, co-ordinate and support interviews, feedback and send out offers)
- Providing pastoral support to cadets on the scheme.
- Acting as a moderator to mark RCN Nursing Cadet workbooks and provide feedback as required.
- Supporting timetable co-ordination and planning of all deliverable sessions via different mediums, electronically (e.g., diary invites, session accessibility, session recordings etc), logistically (e.g., booking rooms, catering, transport, equipment, trainer liaison).
- Taking part in delivery of training where subject matter is suitable.
- Acting as personal tutor where appropriate for cadets on the scheme.
- Attending the majority of the sessions as a SJAC appropriate adult.
- Covering breakout sessions where appropriate during the delivery of the sessions. (Face to face or remotely).
- Attending POWNCS meetings if requested to do so by the National Lead.
- Managing the functional mailbox and deal with all enquiries.
- Co-ordinating materials such as polo shirts, hard copy workbooks, finishing certificates and completion badges.
- Providing support, acting as a point of contact for the Region to answer any questions and liaise with National Lead as required.
- Maintaining appropriate records where requested and ensure that all documentation is forwarded to the relevant person considering the Data Protection Act.

- Ensuring that suitable and sufficient resources and materials authorised by the National Lead and NHQ Training Directorate, are available to meet the training needs of the cadets.
- Working closely with the NHQ National Lead in achieving schemes set goals and outcomes.
- Assisting, as required, in the co-ordination of training events for the POWNCS.
- Attending CPD events as required, to maintain own competence and knowledge relevant to the role and to maintain personal development records.
- Complying with St John Ambulance Cymru health and safety policies, procedures and regulations, and where appropriate statutory requirements. Have due regard for the health, safety, and welfare of members of St John Ambulance Cymru and those members of the public with whom they come into contact.
- Prepared to undertake any other duties as appropriate, requested by the National Lead or NHQ directories.

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 above) and forms the basis for selection.

Requirements:	Essential:	Desirable:	Method supporting assessment:
St John Ambulance Cymru Volunteer		✓	Application form
St John Ambulance Cymru (SJAC) Trainer/Assessor		✓	Application Form
Current First Aid and Manual Handling Certificate	✓		Application Form
SJAC Safeguarding Level 2 /APL or willingness to attend	✓		Application Form
Welsh Speaker		✓	Interview
Evidence of CPD in last 12 months	✓		Interview
Skills, knowledge, and abilities			
Knowledge of Children and Young Peoples programmes within SJAC		✓	Interview
Planning and Organisation skills	✓		Interview
Sound knowledge and use of IT systems	✓		Interview
Experience of working with young people		✓	Application Form
Management Experience		✓	Application Form
Safeguarding Knowledge	✓		Interview
Excellent verbal and written presentation skills	✓		Interview
Ability to work on own initiative	✓		Interview
Ability to build strong and effective partnerships	✓		Interview