# **Chair of Council (Volunteer)**

Position title: Chair of Council

Accountable to: Prior for Wales

Location: County based

Hours: Minimum 16 hours per month

Uniform / Rank: Non uniformed (no rank)

**Job details:**

* To lead the Council in improving and growing the presence of St John Ambulance Cymru and its services in their respective county.
* To ensure that the Council acts in accordance with the Rules for St John Councils in conjunction with the Statutes and Regulations currently in force.
* To ensure that the Council represents the Order in the county and, so far as it is possible, enables the Order to comply with the statutory requirements governing its work.
* To develop and keep under constant review the composition and effective functioning of the Council to discharge their responsibilities and the focus for local fundraising to deliver key projects.
* To ensure that members of the Council and the Order fulfil their pledge to support all activities of the Order including support for the St John of Jerusalem Eye Hospital.

**Key duties and responsibilities:**

* To oversee the production of the County’s Business Plan which sets out the Council’s priorities for investment and developments which reflects the SJAC Strategy.
* To ensure that the Council meets the objects and responsibilities as set out in the Rules for St John Councils in Wales in order to ensure compliance with the requirements of the Charities Act 2011.
* To encourage the optimum use of all available resources within the County.
* To develop an effective working relationship, and maintain a productive and consistent dialogue with, the President and County Commissioner, as well as NHQ staff and Trustees.
* To take a lead role in County events on fundraising issues.
* To ensure the Council fulfils its fundraising responsibilities, in consultation with the Chief Executive at NHQ, so that initiatives are consistent with the overall strategic direction and priorities across Wales and to ensure avoidance of any potential conflicts with national and local sources of finance for St John’s activities. To oversee the fair allocation by the Council of any funds raised locally.
* Take appropriate measures, including the appointment of designated officers, to promote good publicity in attracting new members and raise the profile of St John in the Council area. To oversee the establishment of a number of events and competitions which are aimed at improving standards and to celebrate excellence.
* To maintain constructive liaison with key opinion-formers within the County. To facilitate contacts and engage with a range of external bodies to further the charitable work of the organisation.
* To promote St John Ambulance Cymru in an ambassadorial capacity and help to secure recognition of its achievements.
* To lead the Council in reviewing its key policies and the spread of good practice.
* Draw up standing orders to regulate the conduct of the Council’s affairs.
* To attend Committees and key strategic meetings as required.
* In liaison with the County Commissioner, to appoint members of the Council after consultation with the President and the Prior, ensuring that they represent as wide a cross-section of the community as possible.
* In conjunction with the President, conduct annual performance appraisals of the members of the Council. Where their performance appraisal proves unsatisfactory, to terminate the appointment of Council members. Where a member has not attended a meeting for twelve months, to serve notice to show just cause why their appointment should not be revoked.
* To develop an effective working relationship with the other members of the Council. To encourage members to maintain an active interest in all the workings of St John, in particular the Divisions within their area. To ensure that the Councils conduct a regular rota of visits organised by the County Commissioner to Divisions within the County.
* To assist the Chief Executive in the appointment of the County Commissioner and Deputy County Commissioner. To support and advise the County Commissioner in their work to improve and develop local services.
* To consult with the County Commissioner, regarding the submissions for Honours and Awards within the County.
* To ensure the provision of grants and support for membership in their County to attend national and international events or activities.
* To be aware of relevant activities and developments in the County, and liaise with neighbouring Councils and promote cross border co-operation.

**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.

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| **Requirements** | **Essential** | **Desirable** | **Assessment Method** |
| Proven experience from the wider community and key public sector, private sector and partner organisations. | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png |  | Application form |
| Educated to degree level or appropriate professional qualification |  | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png | Application form |
| Current or previous experience in a senior employment role and/or a person of standing in the community. | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png |  | Application form and Interview |
| Current Enhanced DBS Certificate | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png |  | Application form and verification of certificate |
| Skills, knowledge and abilities | | | |
| Strong interpersonal and leadership skills | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png |  | Interview |
| Aptitude for strategic thinking | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png |  | Interview |
| Good communications skills | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png |  | Interview |
| Confidence in public speaking |  | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png | Interview |
| Experience in meeting management |  | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png | Interview |
| Extensive knowledge of local people and affairs in the County | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png |  | Interview |
| Wide-reaching network of key contacts within their county | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png |  | Interview |
| An appreciation of the objects and work of the Order and a commitment to improving and growing the organisation within the County. |  | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png | Interview |
| The ability to recruit the support from the business, professional and public sectors. | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png |  | Interview |
| The ability to cultivate good relations with various bodies in the community, as well as other third sector organisations. | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png |  | Interview |
| Willingness to commit the time to the role and has a positive outlook. | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png |  | Interview |