

## Role Description

### ***Volunteer Community First Responder Scheme Co-ordinator (SC)***

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| <b>Reports to:</b>                                  | CFR Scheme Management Committee<br>3 <sup>rd</sup> party Governing Body (if applicable)  |
| <b>Responsible to:</b>                              | NIAS Community Resuscitation Team<br>CFR Scheme Management Committee<br>3 <sup>rd</sup> party Governing Body (if applicable)   |
| <b>Position type:</b>                               | Voluntary Role   |
| <b>Location:</b>                                    | Specified geographical area  |
| <b>Hours of work:</b>                               | Voluntary hours suitable for the Scheme Co-ordinator. The role allows a great deal of flexibility and could require a minimum commitment of approx. 4 hours per week (depending on the size of the scheme).  |
| <b>Role Purpose:</b>                                | The Community First Responder Scheme Co-ordinator (SC) will provide support and direction for the Community First Responder (CFR) Scheme and will be the lead contact between the scheme and the Northern Ireland Ambulance Service (NIAS) Community Resuscitation Team (CRT). |
| <b>Responsible for:</b><br>a) Staff<br>b) Resources | a) CFR Volunteers<br>b) CFR Equipment issued by the scheme and ID badge issued by NIAS. Charitable funding agreed by the Scheme Management Committee.  |

### Role Summary

The SC will provide support and guidance to CFR volunteers and will be the main liaison between the Scheme, NIAS and the 3<sup>rd</sup> party Governing body (if applicable)

The SC will oversee the day-to-day running of the CFR Scheme including any rotas, administration and co-ordination. Whilst CFRs can contact the CRT directly, the main point of contact will be the SC. The SC will take direction from the Scheme Management Committee in partnership with NIAS and 3<sup>rd</sup> party Governing body (if applicable)

The SC should attend Scheme Management Committee meetings, meetings facilitated by the CRT and occasional training opportunities arranged by NIAS.

Whilst fulfilling the role of SC it will be necessary to communicate with the CRT, the governing body (if applicable), other SCs, the local community, government bodies including working groups and potential scheme funders as agreed by the Scheme Management Committee.

## Main Responsibilities

1. To cascade information received from the CRT & Governing Body to the Scheme Management Committee & volunteers.
2. Co-ordinate the CFR rota (if applicable).
3. Record CFR volunteer hours and share this information as necessary with the Scheme Management Committee & partners.
4. Ensure that administrative tasks and documentation (including PRFs and CFR-UIR1s) are completed accurately and forwarded to the Community Resuscitation Team.
5. Agree dates, times and venues with the CRT & Volunteer CFRs for local meetings, training and assessments.
6. Induct new Volunteer CFRs by providing necessary support and arrange a 'Peer Buddy' to mentor them (if appropriate).
7. Assist in supporting CFRs following difficult or distressing pre-alerts and report any concerns to the Community Resuscitation Team.
8. Be able to demonstrate effective leadership skills and be able to promote good working relationships'.
9. Oversee serviceability of equipment and stock, holding spare stock if necessary.
10. Be involved and co-ordinate the recruitment of new volunteers for various roles including non-responder roles as agreed by the Scheme Management Committee.
11. Take a lead role with the Scheme Management Committee to discuss and agree fundraising events, increase community awareness of the Scheme
12. Promote the work of CFRs within the local community in agreement from the Scheme Management Committee and in conjunction with CRT.
13. Have a good working knowledge of CFR policies, procedures and scope of practice.
14. Report any untoward incidents, problems, concerns or breaches in line with both

NIAS and the Governing Body’s guidelines.

15. Attend relevant training.

## Training & Supervision

The Governing body (if separate from the Scheme) and the CRT through a number of different means including a SCs forum will provide support to the SC. Occasional training opportunities may be offered or provided specific to the role of SC.

## Criteria

Anyone living within an area covered by a CFR Scheme can apply to become a SC provided there is a vacancy and they meet the following criteria;

| Personal Specification - Key Components |   | Criteria  |
|---|---|-----------|
| Qualifications                          | Access to a personal computer and be competent in basic processing functions (including e-mails)  | Essential |
|   | A current full driving license and access to a road worthy car with current Tax, MOT and insurance  | Desirable |
| Skills & knowledge                      | Be able to communicate effectively both written and verbally with a wide range of people and provide reassurance to the CFR volunteers                  | Essential |
|   | To understand the need for confidentiality at all times   | Essential |
|   | A working knowledge of good governance  | Essential |
|   | Have a clear understanding of the role of CFRs and their scope of practice  | Essential |
| Experience                              | To remain calm under pressure and be able to demonstrate empathy in stressful situations  | Essential |
|   | To have an interest in supporting the community through volunteering  | Essential |
|   | Experience of the voluntary sector/charity commission compliance  | Desirable |
|   | Currently is or has been a CFR within the Scheme  | Desirable |
|   | Must be able to demonstrate effective leadership skills and be able to promote good working relationships’.   | Essential |
| Personal Attributes                     | To be able to demonstrate care and respect to all members for the community and provide a service which is free from bias, prejudice and discrimination | Essential |
|   | To have an interest in supporting the community through volunteering  | Essential |
|   | Aged 18+  | Essential |
|   | Willing to undertake an Enhanced AccessNI with barred list check  | Essential |

