



JOB AND PERSON SPECIFICATION

Position Title:	Program Coordinator – Project Survival
Reports Directly to:	Program Manager – Community Care
Responsible for:	Project Survival volunteers

About St John

St John is a charity in the South Australian community working for the Service of Humanity. Our vision for the future, whether acting alone or in partnership with others, is the provision of charitable and humanitarian services to individuals, groups and organisations. Our relief work for persons in sickness, distress, suffering or danger recognises no barrier of race, colour or creed.

St John Values

Skilled	Accomplishing amazing amounts of work, demonstrating consistently strong performance others can rely on and making wise decisions
Resilient	Maintaining calm in stressful situations, making tough decisions without excessive agonising, discovering practical solutions to hard problems, taking smart risks and being tenacious
Dynamic	Seeking and creating new ideas that prove useful, learning rapidly and eagerly, keeping St John nimble by minimising complexity and finding time to simplify, focusing on great results rather than on process, exhibiting bias to action and displaying a true “can do” attitude
Respectful	Upholding the importance of what it means to be a St John member, treating all people with respect independent of their status, saying only things about fellow members that would be said to their face, working with others in the best interests of St John, listening well to better understand, making time to help other members and sharing information and advice openly and proactively
Courageous	Questioning actions inconsistent with our values, inspiring others with a thirst for excellence, caring intensely about St John’s success, admitting mistakes and being ego-less when searching for best ideas

Purpose of the Position

Project Survival aims to enhance community resilience through the provision of life saving skills to vulnerable members of the community. This is accomplished by Project Survival volunteers providing basic first aid skills to those members of our community who are deemed “at risk” and vulnerable. These may be residents of various support centres in the community such as refuge shelters, drug and alcohol rehabilitation centres, detox centres and youth centres.

Key Responsibilities

The Program Coordinator is responsible for the day to day coordination of the St John Project Survival Program.

The Program Coordinator will be responsible for:

- Recruitment, orientation, training and support of volunteers
- Rostering volunteers
- Liaison with clients to ensure services provided are appropriate to their needs
- Develop and maintain new relationships with clients
- Planning the Project Survival program with an aim to expand and grow the project
- Procurement of equipment for the program ensuring volunteers have the resources they require to perform their role
- Report on grant funding
- Provide basic First Aid training to clients
- Regular liaison with the Program Manager – Community Care

Core Competencies, Skills and Experience

Interpersonal:	<ul style="list-style-type: none"> • Identify and understand issues, problems and opportunities • Ability to use effective approaches to choose a course of action or develop appropriate solutions • Ability to use initiative and problem solve • Take action that is consistent with available facts, constraints, and probable consequences
Communication	<ul style="list-style-type: none"> • Highly developed interpersonal and communication skills • Ability to communicate and interact effectively with volunteers, clients and the general public • Listens, understands and adapts to audience • Negotiates persuasively
Workplace Health & Safety	<ul style="list-style-type: none"> • Maintain current Apply First Aid Certificate • Follow safe and healthy work practices at all times, including reporting of hazards and incidents immediately, and referring OH&S issues and requirements to the Program Manager – Community Care
Personal skills	<ul style="list-style-type: none"> • Caring, ethical and tactful • Ability to maintain a high level of confidentiality • Ability to cope with stressful situations • Demonstrated commitment to St John's Project Survival • Understanding and adherence to St Johns Privacy and Confidentiality policies
Cultivates productive relationships	<ul style="list-style-type: none"> • Nurtures internal and external relationships • Facilitates cooperation and partnerships • Values individuals differences and diversity • Guides, mentors and develops people

General Position Information

This is a volunteer position within St John.

Special Conditions

- Travel within South Australia may be required
- Attend a one hour meeting / training session per month outside of business hours
- The incumbent is required to hold a National Police Certificate (NPC) no older than 6 months prior to commencement at St John. Continued involvement with St John is subject to the maintenance of a satisfactory NPC
- Will be required to undertake Child Safe Environments training
- Out of hours availability will be required
- This is a voluntary position with a moderate time commitment

J&PS Review and Acceptance

Program Coordinator	Name: Signature: Date:
Program Manager	Name: Signature: Date: