

|                    |                                      |                           |                    |
|--------------------|--------------------------------------|---------------------------|--------------------|
| <b>Job Level</b>   | 2b                                   | <b>Job reference No.</b>  | #3342              |
| <b>Directorate</b> | Independent Living & Crisis Response | <b>Service / Function</b> | Emergency Response |
| <b>Reports to</b>  | Senior Emergency Response Officer    | <b>Location</b>           | Thames Valley      |

### Scale and scope of role

|  |   |   |   |
|--|---|---|---|
| <b>Direct reports</b>                            | None  | <b>Indirect reports</b>                   | None                                    |
| <b>Budgetary responsibility / accountability</b> | £5,000  | <b>Accountability for other resources</b> | ER consumables, equipment and resources |
| <b>Reach and impact</b>                          | To work in partnership with LRFs and others to coordinate and develop the British Red Cross Emergency Response offer. To help those in need and maximise the impact we continue to make to individuals and communities. |   |   |

### Context

We help anyone, anywhere in the UK and around the world, get the support they need if crisis strikes: connecting human kindness with human crisis.

We enable vulnerable people in the UK and abroad to prepare for and withstand emergencies in their own communities. And when the crisis is over, we help them to recover and move on with their lives.

We are part of the global Red Cross and Red Crescent humanitarian network.

### Our values and principles

Our values (compassionate, courageous, inclusive and dynamic) underpin everything we do. As a member of the Red Cross and Red Crescent Movement, the British Red Cross is committed to, and bound by, its fundamental principles: humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

### Purpose of the role

The Emergency Response Officer will coordinate the day to day function of all aspects the service. The post holder will deliver a wide range of activities within the area. Working as part of the area's emergency response team to further develop the Red Cross emergency planning role, to engage with external organisations and support our volunteers to build local resilience to emergencies.

The post requires regular evening work, being part of a regular 24 hour duty officer on-call rota and potential emergency response duties at any time throughout the year.

### Main responsibilities

#### 1. Support the delivery of the national and area plan

- > To provide daily coordination of the service and overall support for the emergency response function including identifying improvements to our offer.
- > To be responsible for the achievement of local and team targets as part of the area and national plans.
- > To maintain an operationally ready rota of volunteers to support responses
- > To carry out regular audits of equipment, vehicles, work wear, service consumables (etc.) and ensure adequate supplies are delivered and stocks maintained and monitored.

## **2. Develop key stakeholder relationships**

- > Develop and maintain positive relationships with external organisations
- > Be the main liaison point for the post holder's assigned Local Resilience Forum(s) –operating as the main VCS technical and strategic advisor to emergency responders and LRFs as appropriate
- > To be a key liaison point with the post holder's assigned local authority emergency planning teams
- > To be the main liaison point with the post's assigned local fire and rescue service

## **3. Support service development and contracts**

- > Maximise the use of our capacity and capability to widen the roles and contribution the Red Cross can make in responding to crisis
- > Identify local changes and trends relevant to the delivery of existing and new services and act on these
- > Secure the funding for services where appropriate
- > Service contracts are negotiated and managed, including the authority to sign-off on small contracts
- > To contribute as required to service development activities at Area and national level
- > Provide event, incident and exercise administration, participate in exercises, and prepare and contribute to post event/incident reports

## **4. Ensure quality and good performance management**

- > Monitor performance against KPI's and plan using financial / management information systems
- > Effectively manage all ER Area resources
- > To be responsible for the ER vehicles allocated to the role.
- > Ensuring the use of pertinent information to monitor and review service activity to determine resource allocation
- > Maintenance and implementation of statistical records, and provision of operational reports as required (e.g. via BRM) and effective liaison with internal reporting teams (e.g. Bas, HR, Q&O, Data Capture)
- > To support the EROM to ensure that appropriate service standards, recognised good practice, legal and other requirements are met

## **5. Management**

- > To coordinate and support emergency response volunteers to ensure all competency and quality requirements are met and the highest standard of service is provided
- > To oversee recruitment, induction and training of new volunteers. Liaising effectively with internal business partners to meet these demands.
- > To support any training programmes by ensuring volunteer training pathways are identified and timely courses are available and delivered
- > To provide supervision, support, leadership, inclusion and motivation to the volunteer teams. (These meeting will usually take place in the evening and will form part of the core hours of the role)
- > To support and deputise for colleagues within the ER team as required

## **6. Team member**

- > Regularly act as Duty Manager, by way of a rota and respond to emergency call-outs and major incidents as appropriate
- > Supports other team members, and establish effective working relationships with them

- > Actively participates in all team meetings
- > Provides support as required to the overall British Red Cross crisis response function – for example support to IL colleagues during winter pressure surges
- > Takes an active part in health, safety and welfare issues within the Area and takes responsibility on health, safety and welfare aspects of service delivery
- > Undertakes any other relevant duties as requested by the line manager
- > Work and behaves in accordance with all BRC policies and procedures
- > Upholds the fundamental principles of the Red Cross and acts with integrity, in accordance with the Society's values (inclusive, compassionate, courageous and dynamic).

Staff may not unreasonably refuse a request to undertake any task which is appropriate to their level for which they have the necessary skills and / or experience. Any resulting change to their objectives and priorities will be discussed and confirmed with their line manager.

### Pre- engagement checks

#### Criminal Records

##### Type of criminal record checks required for this role

|   |
|---|
| England and Wales - Disclosure and Baring Service Check (DBS) |
| > Enhanced - Adult Workforce                                  |

#### Drivers Checks

|                  |
|------------------|
| > Required - Yes |
|------------------|

#### Diversity

At the British Red Cross, we are looking for the right people to help us provide support to millions of people affected by crisis in the UK. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone, regardless of; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Diversity is something we celebrate and we want you to be able to bring your authentic-self to the Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness

Person Specification

|                      |           | Requirement  | Evidenced obtained through Shortlisting (S) Interview (I) or Assessment (A) |   |  |
|----------------------|-----------|--|---|---|--|
| Knowledge and Skills | Essential | <ul style="list-style-type: none"> <li>&gt; Strong IT proficiency. Experience of using email, word processing and spreadsheet packages</li> <li>&gt; Understanding of how to improve service quality for the benefit of user(s) and to develop services in line with needs</li> <li>&gt; Highly motivated, enthusiastic and well organised</li> <li>&gt; Excellent communication skills at a variety of levels</li> </ul>  | S   |   |  |
|                      |           |  | S   | I |  |
|                      | Desirable | <ul style="list-style-type: none"> <li>&gt; Knowledge of the service to be co-ordinated and / or willingness to undertake training</li> <li>&gt; Ability to contribute to the development of operating plans</li> <li>&gt; Knowledge of health and Safety practices for the service and/or willingness to undertake training</li> <li>&gt; Knowledge of legislation relevant to specific service managed</li> <li>&gt; Ability to collate and interpret a range of management information including statistical information and user feedback</li> <li>&gt; Able to adapt work schedules, plans and resources to meet changing need</li> <li>&gt; Self-motivated and able to operate with minimal supervision</li> <li>&gt; Knowledge of the emergency response infrastructures and geography of Merseyside</li> </ul> | S   | I |  |
|                      |           |  | S   | I |  |
| Experience           | Essential | <ul style="list-style-type: none"> <li>&gt; Experience of maintaining effective working relationships internally and externally</li> </ul>   | S   | I |  |
|                      | Desirable | <ul style="list-style-type: none"> <li>&gt; Educated to GCSE level (or equivalent by experience)</li> <li>&gt; Experience of delivering high quality services to the public</li> <li>&gt; Experience of leading and motivating volunteers</li> <li>&gt; Experience of creating and monitoring budgets and data</li> <li>&gt; Experience of developing or working in multi-sector partnerships at a tactical and/or strategic level</li> <li>&gt; Experience of dealing with complex situations and tasks</li> </ul>  | S   | I |  |
|                      |           |  | S   | I |  |

|  |   |  |   |   |  |
|--|---|--|---|---|--|
| <b>Behaviours</b>  | FOCUSSING ON PEOPLE IN CRISIS   |  |   |   |  |
|  | <ul style="list-style-type: none"> <li>&gt; Finds ways to define and continually improve services for people in crisis</li> </ul>   |  |   |   |  |
|  | ACCOUNTABLE FOR RESOURCES   |  |   |   |  |
|  | <ul style="list-style-type: none"> <li>&gt; Recognises and communicates to others our responsibility to our donors and supporters in maximising use of funds and resources</li> </ul> |  |   |   |  |
|  | SEEKING INSIGHT   |  |   |   |  |
|  | <ul style="list-style-type: none"> <li>&gt; Finds those closest to the issue and investigates further</li> </ul>  |  |   |   |  |
|  | EMBRACING AND LEADING CHANGE  |  |   |   |  |
|  | <ul style="list-style-type: none"> <li>&gt; Overcomes obstacles and deals with resistance around doing things differently, sensitively and respectfully</li> </ul>                    |  |   |   |  |
|  | WORKING COLLABORATIVELY   |  |   |   |  |
|  | <ul style="list-style-type: none"> <li>&gt; Helps others to understand the common ground</li> </ul>   |  |   |   |  |
| COMMUNICATING AND INFLUENCING  |   |  |   |   |  |
| <ul style="list-style-type: none"> <li>&gt; Adapts their method of communication and message to suit a specific audience</li> </ul>  |   |  |   |   |  |
| LEADING AND ENGAGING   |   |  |   |   |  |
| <ul style="list-style-type: none"> <li>&gt; Consults the team / individuals on issues that affect them</li> </ul>                    |   |  |   |   |  |
| DEVELOPING YOURSELF AND OTHERS   |   |  |   |   |  |
| <ul style="list-style-type: none"> <li>&gt; Supports other people's development by sharing knowledge, skills and learning</li> </ul> |   |  |   |   |  |
| SOLUTION FOCUSED   |   |  |   |   |  |
| <ul style="list-style-type: none"> <li>&gt; Anticipates obstacles, thinks ahead about next steps and contingencies</li> </ul>        |   |  |   |   |  |
| MANAGING PERSONAL IMPACT   |   |  |   |   |  |
| <ul style="list-style-type: none"> <li>&gt; Role models good behaviour to achieve the organisation's vision</li> </ul>               |   |  |   |   |  |
| <b>Additional requirements</b>   | Essential   | <ul style="list-style-type: none"> <li>&gt; Ensures inclusive practice and promotes diversity</li> </ul>   | S | I |  |
|  |   | <ul style="list-style-type: none"> <li>&gt; Ability and willingness to work unsociable hours</li> </ul>  | S | I |  |
|  |   | <ul style="list-style-type: none"> <li>&gt; Able to respond to emergency situations, with 24 hour on call duties as required</li> </ul>                        | S | I |  |
|  |   | <ul style="list-style-type: none"> <li>&gt; Able to work and travel as appropriate to the needs of the job, and more widely in the Area as required</li> </ul> | S | I |  |
|  |   | <ul style="list-style-type: none"> <li>&gt; Hold a full driving licence (manual transmission) and have regular access to a vehicle</li> </ul>                  | S | I |  |

We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act) who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.