

ETTINGTON COMMUNITY FIRST RESPONDER SCHEME

Scheme Coordinator - Advert

Community First Responder Schemes are teams of volunteers who are trained by West Midlands Ambulance Service (WMAS) to a nationally recognised level and provide lifesaving treatment to people in their local communities. Community First Responders are always backed up with the nearest available emergency vehicle.

Ettington Community First Responder Scheme (ECFRS) provides first-response medical care in the Stourdene region of South Warwickshire for emergencies that are deemed immediately life threatening. We do this in partnership with West Midlands Ambulance Service. WMAS require each team to have a Scheme Coordinator which can ensure that the team members have everything they need to carry out their role and that WMAS has effective communications with the team. Our current Scheme Coordinator is stepping down from her duties at the end of March 2016, and so we are looking to find a willing volunteer who would consider undertaking this valuable, administrative role within the community.

The main duties of the Scheme Coordinator include:-

- Supporting the team of Volunteer Responders and act as focal point for the scheme.
- Act as the central point of coordination and information distribution for the entire team, including regular attendance at Locality and Area Coordinator Meetings.
- Act as a conduit between the Scheme and WMAS Community Response Manager.
- Maintain administrative records (training, equipment, operational activity, personnel documentation).
- Assist in raising the local profile of Volunteer Responders and respond to enquiries received via website (info@ettingtoncfr.org.uk.)
- Ensure operational policies and procedures are adhered to.
- Hold a small stock of consumables which is logged on an inventory list

To support the efficient and effective operation of the scheme, ECFRS requires someone who can give approximately 2-3 hours per week to undertake the duties. The role is a voluntary one, and requires someone with good administrative, IT and communication skills. The role also works closely with other members of the ECFRS Team.

Interested? – then please contact alison@ettingtoncfr.org.uk for further information or for a chat.