



ROLE PROFILE

CHARITY TRAINING COORDINATOR	
Reports to: Charity Director	Region: Based in West Glamorgan
Responsible for: Training Activities	Date: 20 th March 2022
<p>Purpose:</p> <p>The primary role of the Charity Training Coordinator is to organise and manage the training awareness programme for CPR and Defibrillation. These are usually one-hour training sessions held at a venue within a local community, for the benefit of that community. The aim is to provide the public with greater awareness and confidence to use publicly accessible defibrillators when there is an out of hospital cardiac arrest.</p> <p>Main Responsibilities:</p> <ol style="list-style-type: none"> 1. Plan, promote and manage CPR and Defibrillation training events within the community following recent HBT implementation of publicly accessible defibrillators. 2. Liaise with community leaders and training providers to provide 1-hour awareness training. 3. Identify suitable training venues and dates (often via community leaders) for training. 4. Help promote and manage the training event, ensuring appropriate booking facilities. 5. Identify appropriate training providers (St. John, 1st Responders, etc.) and maintain relationships. 6. Ensure there are adequate facilities at the training venue (including possibly refreshments). 7. Coordinate volunteers to support training events, ensuring HBT representation. 8. Manage stock and materials used for training. 	

PERSON SPECIFICATION

ESSENTIAL	DESIREABLE
<ol style="list-style-type: none"> 1. Good communication skills – verbal/written 2. Good organisation skills, attention to detail 3. Self-motivated and able to work under pressure and to meet deadlines 4. Discretion, trustworthy, and enthusiasm 5. It literate (emails, Word, Excel, etc.) 	<ol style="list-style-type: none"> 1. Able to drive – car owner 2. Able to communicate in Welsh 3. Flexible working