

First Aid Verifier

Role description

30 April 2024

Are you looking for a new role? Are you a 1st Response trainer looking to do a little bit more? We are looking for 2 verifiers to join our small team, to help verify external first aid certificates.

1.1 The purpose of the role

- Check and approve external first aid certificates.
- Use the learning platform to verify external certificates.
- Work with members to cover anything that may be missing.
- Work with Girlguiding learning & development team on more complex issues.

1.2 Skills and experience needed for the role

- Be able to communicate with various volunteer and staff members.
- Be able to work independently as well as part of a team.
- Be good at planning and coordination.
- Motivate and inspire our adult volunteers.
- To be open and approachable.
- Have experience of first aid, delivering 1st Response training and hold the relevant qualifications.

1.3 Induction, training, and support

- All volunteers are given an in-depth induction into their role.
- This role receives ongoing staff support from the volunteer experience project coordinator and volunteer line manager support from the first response coordinator.
- Expenses for travel & subsistence should be claimed for any travel required to complete your role.
- This role is for 3 years.

1.4 As part of this role, you will need to:

- Work with the rest of the team of verifiers to attend to external first aid certificate verification requests via the learning platform.
- Provide the first response coordinator with updates on the verification process for her learning & development team meeting reports.
- Attend 1-2 meetings a year with the first response coordinator.
- There may be other ad hoc meetings.

1.5 How to apply for this role:

If you have any questions about this role, please contact Sine Creagmile, our first response coordinator on sinec@girlguiding-scot.org.uk. If you are interested in applying for the role, please send your answers to the following questions to ann-marie@girlguiding-scot.org.uk, please use First Aid Verifier in the subject line of the email:

Q1. Why are you interested in this role? (300 words max)

Q2. What skills and experiences do you have to offer? (300 words max)

Applications are invited from across Scotland. **The closing date for applications is 31 May 2024.**