



ONE VOICE WALES

JOB DESCRIPTION AND EMPLOYEE SPECIFICATION

Job Title	One Voice Wales Community CPR and Defibrillator Manager	Grade / Salary	££31,226 per annum (Two year fixed term post)
Reporting To	Chief Executive, One Voice Wales.	Hours	37 hours per week
Direct Reports	None	Working Pattern	To be worked on a flexible basis with some evening / weekend work required

Purpose of the Role

The postholder will be required to be the primary contact for all 735 Community and Town Councils on community Cardiopulmonary Resuscitation (CPR) and Defibrillator activity for One Voice Wales including:

- Supporting Community and Town Councils across Wales with regard to the current CPR training and defibrillation resource.
- Working in collaboration with Save a Life Cymru (SaLC) to develop a local strategic plan to ensure all defibrillators in the area are available 24/7, rescue ready and registered with the National Defibrillator Network (The Circuit).
- Liaising with SaLC and its partners as required, identifying and writing up case studies and monitoring reports for the benefit of Community and Town Councils across Wales.

How the One Voice Wales role links to the work of Save a Life Cymru (SaLC)

Each year over 6,000 people in Wales will have a cardiac arrest in the community and many will die without simple and easy-to-learn interventions. SaLC, established to increase the number of people who survive a cardiac arrest in the community, is seeking the Community and Town Council's support to help share its lifesaving

message, and help communities to develop the resources to ensure anyone experiencing an out of hospital cardiac arrest (OHCA) has the best opportunity for immediate help and potential survival.

Published in June 2017, the Welsh Government OHCA plan sets out a vision for improving the care for people who have an OHCA in Wales. It describes the actions needed across Wales in the NHS, wider public services, and communities to improve survival rates following an OHCA.

To support the implementation, the then Cabinet Secretary for Health and Social Services approved Welsh Government funding to establish the SaLC partnership. Its aim is to create a cultural change across Wales, where the Welsh public understand the need for prompt action to help anyone suffering an OHCA, as well as developing their skills and confidence to start CPR and defibrillation.

The key to improving survival rate is early bystander recognition, early CPR and early defibrillation. To improve bystander intervention the public need to be aware of their part to play in this public health challenge. The international evidence shows that bystanders with training are more likely to take action than those who are not trained, therefore, continuing with promoting the need and encouraging individuals to undertake CPR and defibrillator training is crucial to increasing the likelihood that they will act in an emergency. Wales has a lower survival rate for OHCA than some areas in Europe and the UK

The One Voice Wales CPR and Community Defibrillator Manager role will be critical to supporting the success of this initiative, working in partnership with SaLC and its partners, the Welsh Ambulance Service and the NHS Collaborative to deliver this ambitious work package and contribute towards the improved cardiac arrest response for Wales. Applicants would be expected to have an interest in promoting and improving health outcomes in Wales including CPR and defibrillation in communities, have excellent communication and networking skills, an understanding of the Community and Town Council structure in Wales and demonstrate and organised work ethic with skills in project/programme management, IT and presenting to audiences.

Key duties and responsibilities of the Role

The objectives of the post are to:

1. Maximise the involvement of Community and Town Councils in initiatives to improve the chance of survival of individuals who experience an Out of Hospital Cardiac Arrest (OHCA).
2. Support the Community and Town Councils to create a cultural change within local communities, such that the public understand the need to help anyone experiencing a cardiac arrest.
3. Support the Community and Town Councils in:

- Promoting the aims of SaLC.
 - Encouraging collaboration between Community and Town Councils and other organisations.
 - Working in partnership with SaLC to plan, refine and evaluate current and future resources and services.
 - Working collaboratively with SaLC Community CPR / defibrillator officers.
 - Supporting Community and Town Councils to identify all defibrillators in the community to ensure that each has a named guardian and is registered with the Welsh Ambulance Services NHS Trust (WAST).
 - Motivating and empowering the Community and Town Councils to get involved in promoting CPR activities and direct people to relevant training and services.
 - Sharing information and signposting individuals and groups to SaLC partners for training in CPR.
4. To bring good governance to the management of CPR training and defibrillators within the Community and Town Councils and to report on progress to SaLC, WAST and Welsh Government where applicable.
5. Transform action to influence behaviour and investment decisions by Community and Town Councils to ensure they create a culture of helping in an emergency; provide evidence that projects have developed CPR and defibrillator resources and skills within local communities where people live, work and access public places, and to ensure that all projects:
- Adhere to the do no harm principle.
 - Have specialist advice and consult with SaLC when required.
 - Provide consistent and agreed data, monthly to SaLC.
 - Collate and monitor data by projects for SaLC.
 - Produce end of year summary reports for all projects.
 - Participate in a scheme-wide evaluation.
 - Create case studies of successful projects to demonstrate how communities have embraced the call to help.
6. Health and Safety and Data Protection
- To assist in ensuring that the organisation's statutory obligations for the effective management of health and safety are met and that the health and safety policy and supporting processes and procedures are reviewed at appropriate intervals in liaison with the Deputy Chief Executive and Resources Manager, One Voice Wales.
 - To take care of your own health and safety and ensure through training and guidance that employees are aware of their responsibilities in relation to the roles they perform.
 - To assist in relation to organisational compliance with the provisions of data protection legislation.

7. Other

- To undertake other duties from time to time which are commensurate with the level and grading of the post.

EMPLOYEE SPECIFICATION

Experience/ Competencies	Essential or Desirable?	Method of Assessment
<p>Qualifications, Experience and Education</p> <ul style="list-style-type: none"> • Good general education including knowledge of the functions and operation of Community and Town Councils • Educated to degree level or other relevant health related qualification. • Work experience which is appropriate to the duties of the post eg awareness of the statutory and mandatory legislation and guidance for CPR in the UK and challenges to health related training and initiatives 	<p style="text-align: center;">Essential</p> <p style="text-align: center;">Desirable</p> <p style="text-align: center;">Essential</p>	<p style="text-align: center;">Application Form/Provision of Certificates</p> <p style="text-align: center;">Application Form/Provision of Certificates</p> <p style="text-align: center;">Application Form/Interview</p>
<p>Skills and Attributes</p> <ul style="list-style-type: none"> • High-quality interpersonal and oral communication skills including confidence in delivering presentations to a wide variety of stakeholders. • Ability to communicate in the Welsh language. 	<p style="text-align: center;">Essential</p> <p style="text-align: center;">Desirable</p>	<p style="text-align: center;">Interview</p> <p style="text-align: center;">Application Form/Interview</p>

<ul style="list-style-type: none"> • Good written communication skills including experience in preparing project plans and reports for high level audiences. • Highly motivated, ability to organise workload with minimal supervision and meet deadlines and work as part of a team. • Political sensitivity, tact, and diplomacy • Excellent IT skills enabling use of internet, virtual meetings, e-mail, word processing, financial databases and spreadsheets and website administration. • Understanding of the requirements of the data protection and its application within an organisation • Awareness of health and safety legislation and its application within an organisation • To be aware and where applicable align national and local policy and guidance 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p>	<p>Application Form/ Interview</p> <p>Interview</p> <p>Interview</p> <p>Selection Test/Application Form</p> <p>Interview</p> <p>Application Form</p> <p>Application form / interview</p>
<p>Personal Styles and Behaviours</p> <ul style="list-style-type: none"> • A motivating and enthusiastic individual ie innovative and agile approach to overcoming challenges • Personality, conduct and credibility that engages the confidence of councillors, staff, partners and stakeholders. 	<p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p>

<p>Other</p> <ul style="list-style-type: none"> • Committed to developing and keeping up to date personal knowledge level. • Prepared to attend evening meetings as required. • Full driving licence and access to a car • Willingness to travel to meetings involving occasional long distances 	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p>	<p>Interview</p> <p>Application Form</p> <p>Application Form</p> <p>Application Form</p>
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