

The first aid charity for Wales



St John  
Ambulance  
Cymru



Registrar

Volunteer Role

Pan Wales

<b>Role Purpose:</b>	To be the principal link between the temporal Great Officers of the Priory for Wales (Prior, Chancellor and Bailiff of St Davids) and the key volunteer leaders of the Priory, notably the Director of Ceremonies, Hospitaller, Archivist and the chairs and members of each of the St John Councils, in partnership with the Chief Commissioner, Senior Volunteers and the Order Affairs Administrator, in accordance with the Statutes, customs and traditions of the Most Venerable Order of St John of Jerusalem.
<b>Potential time commitment:</b>	The nature of the role requires the Registrar to work evenings and weekends on occasion to attend functions, events and meet volunteers, divisions and St John Councils across Wales.
<b>Location:</b>	Pan-Wales with the requirement to travel whenever the need arises and to attend events, meetings or any other business of the Priory for Wales. Reasonable travelling and subsistence payments will be made in accordance with SJAC Policy.
<b>Responsible to:</b>	Bailiff of St Davids
<b>Responsible for:</b>	Director of Ceremonies, Hospitaller, Archivist, St John Councils
<b>This role involves:</b>	<ul style="list-style-type: none"> <li>• To oversee a comprehensive, accurate and up-to-date register of all members of the Priory in liaison with the Order Affairs Administrator, taking steps to ensure all members pay oblations at the appropriate level in a timely manner, and that exclusion from promotions within the Order and other appropriate sanctions are applied in the event of non-compliant members.</li> <li>• To liaise with the Chair of each St John Council on a regular basis to ensure they feel engaged, aligned with the strategy of the Priory and aware of latest developments, utilising discussions to:             <ul style="list-style-type: none"> <li>○ form perspectives to share with the Great Officers of the Priory on whether each St John Council has a sufficient complement and skills mix to achieve its objectives;</li> <li>○ support the Bailiff of St Davids in an ongoing programme to broaden and deepen the integration of St John Councils within the broader governance of the Priory and ensure their role is clearly understood and delineated at all levels;</li> <li>○ ensure each St John Council has a cogent fundraising plan in place to deliver at least its target fundraising level for the year in support of the County Development Plan and Priory objectives;</li> <li>○ ensure each St John Council has a diary of all events and that these have been centrally coordinated into a single master register of events via the Order Affairs Administrator;</li> </ul> </li> <li>• Maintain an accurate roll of the membership of each St John Council and the capacity and tenure for which each member of the council and any subsidiary committee has been appointed;</li> <li>• Ensure each member of the St John Council holds a valid Group B Safeguarding qualification and an accepted valid DBS certificate.</li> </ul>

	<ul style="list-style-type: none"> <li>• To provide oversight of all elements of major Priory for Wales events, ensuring that they are appropriately led by the Director of Ceremonies and team. Major events include but are not limited to Grand Council, Investiture and Visitation services, regional awards events and principal carol services, installations of Priory Principal Officers, and other major events identified by the Prior, Chancellor or Bailiff of St Davids, in liaison with the Chief Commissioner, Senior Volunteers and Order Affairs Administrator.</li> <li>• To use a facilitative management approach to ensure recruitment, coaching, mentoring, development and coordination of a sufficient and appropriate priory team that can plan, communicate and deliver a professional standard at all major events, including: <ul style="list-style-type: none"> <li>○ ensuring comprehensive instructions have been agreed by appropriate stakeholders and issued by the ceremonial team ahead of events;</li> <li>○ ensuring the ceremonial team can lead processions, coordinate the formal presentation of honours and awards and maintain ceremonial conduct to the highest standards throughout;</li> <li>○ ensuring arrangements are in place for formal photographs to be professionally coordinated;</li> <li>○ overseeing planning arrangements for principal dignitaries throughout events, with due regard for their time constraints and other limitations and requirements; and</li> <li>○ promoting equality, diversity and inclusion to ensure that the Priory team is representative of the SJAC membership and the communities of Wales.</li> </ul> </li> <li>• To support the implementation of the strategy of the Priory and decisions of the Priory Chapter.</li> <li>• To be the preeminent expert in the Priory for Wales on all membership matters, including deep knowledge of all aspects of the prevailing Order of St John Regulations, able to advise the Prior, Chancellor, Bailiff of St Davids and others.</li> <li>• To be familiar with the Statutes of the Order of St John, its Regulations and Rules, together with the Statutes, Regulations and Rules applicable to the Priory for Wales, particularly the latest St John Council Rules.</li> <li>• To ensure that all those overseen hold a valid safeguarding qualification and an accepted valid DBS certificate, and that they attend the requisite safeguarding, health and safety, wellbeing and other identified relevant training as required.</li> </ul>
<b>Training and Support:</b>	<p>Leadership training will be provided. Support will be provided by: Bailiff of St Davids and Chancellor</p>
<b>What you will get from this role:</b>	<ul style="list-style-type: none"> <li>• Have input to create positive change in how we raise the profile of the Priory for Wales</li> <li>• Direct and support effective fundraising for the Priory for Wales</li> <li>• Meet and collaborate with a wide variety of people and professionals from various backgrounds across Wales.</li> <li>• Lead and motivate a team of volunteers, ensuring they have the resources and skills to succeed.</li> <li>• Be part of an inclusive and diverse organisation.</li> </ul>

What you will need for the role		Required		Required	Desirable
	A valid Group B Safeguarding qualification and an accepted valid DBS certificate	✓	Understanding of the role of the volunteer and the opportunities and challenges this can create	✓	
	Understanding of and commitment to our organisational vision, mission and purpose	✓	Ability to professionally represent the organisation at local and national engagements	✓	

<b>All volunteer leaders require:</b>	Clear understanding of and commitment to our people, safety, operations and clinical policies / practices	✓	Excellent interpersonal skills and the ability to communicate and influence others at all levels	✓	
	Absolute commitment to role modelling our values at all times and helping others to do the same	✓	Willingness and ability to devote the time and effort required to fulfil the role to a high standard	✓	
	Experience of managing teams and resources in a manner consistent with a culture of accountability, professionalism and excellence in service delivery	✓			
<b>In addition, this role requires</b>	Substantial bearing and presence as a leader, remaining approachable, confident and compassionate, and understanding the volunteer ethos of the Order and Priory.	✓	Excellent interpersonal skills, able to influence others with empathy and caring, aware of and flexible to their needs.	✓	
	Excellent planning and organisational skills and experience.	✓	Strong oratory and communication skills, able to deliver speeches with confidence in both planned and unplanned settings.	✓	
	Excellent diplomatic skills, able to smoothly anticipate and assuage the needs of dignitaries and principal guests of the Priory before, during and after events.	✓	Meticulous attention to detail to ensure that records are accurate and up-to-date, and that the team delivers highly professional events with every aspect carefully planned.	✓	
	Capacity and commitment to personally attend the Priory for Wales headquarters, major ceremonial events and such other locations as deemed necessary	✓	Welsh language experience.		✓
	Commitment to devote sufficient time and effort behind the scenes to planning in advance and meaningful debrief after every event	✓	Experience of matrix management and the ability to actively listen to and effectively influence semi-autonomous bodies such as St John Councils in a collaborative manner		✓
	Ability to plan and manage complex workloads, deadlines and risks.	✓	Experience of formal ceremonial duties from a previous role with the College of Arms, HM Armed Forces, uniformed civilian services or other organisation where formal ceremonial duties were an important aspect of the role.		✓
	Ability to think creatively, organise diligently and prioritise effectively.	✓			

<b>St John Ambulance Cymru Values:</b> We ask that all St John People uphold and model our Values	<p>We value <b>Compassion</b> - we are caring, unselfish and supportive</p> <p>We value <b>Quality</b> - we are reliably delivering the highest standards</p> <p>We value <b>Inclusion</b> - we are respectful, we welcome diversity and work locally, nationally and internationally</p> <p>We value <b>Integrity</b> - we are open, honest and trustworthy</p>
<b>Health, Safety and Welfare and Safeguarding:</b>	<p>Adhere to the health and safety policies, procedures, and regulations of St John Ambulance Cymru, along with relevant statutory requirements.</p> <p>Prioritise the health, safety, and well-being of both St John Ambulance Cymru members and the public they interact with. Additionally, uphold St John Ambulance Cymru's safeguarding duties and responsibilities by ensuring complete compliance with all safeguarding training, policies, and procedures. This role requires a minimum valid Group B Safeguarding qualification and an accepted valid DBS certificate.</p>

**\* In line with 'Strategy 2025/30 - People, Experience & Culture' this role will be a non-ranked uniform role.**

**\*\* This appointment will be for an initial three-year term, with the possibility of an additional three years, however this role will not be extended past six years.**