



Northamptonshire
Fire and Rescue
Service



NHS
East Midlands
Ambulance Service
NHS Trust



Joint Operations Team Support Level 1

Purpose of role:

To support Northamptonshire Emergency Services Operational planning and response.

Key Activities:

Volunteers take part in a wide range of activities, including

- Loggist. Including logging for managers and logging meetings; Recording decisions and decision making; Post incident actions to secure information.
- Assisting with the administration of the Joint Operations Team
- Assisting with deployment of the Incident Command Unit
- Be a contact between Northamptonshire's Emergency Services and other organisations by attending meetings and events and reporting information back to key personnel.

Experience/skills/qualifications required for the role:

- Good interpersonal skills and confidence when operating under pressure
- The ability to acquire and develop (with training) a good understanding of logging, operational administration and support systems in the Joint Command Unit.
- Ability to work well within a team and to follow instructions.
- Commitment and reliability
- Commitment to wear uniform (supplied) where necessary and maintain a smart appearance when representing the Emergency Services
- To behave in a manner that reflects the professionalism of Northamptonshire Emergency Services
- Be prepared to undertake the appropriate level of vetting through Northamptonshire Police

Support and Training given:

All Northamptonshire Emergency Services Volunteers (NESV) will undertake a one day or two evening induction course before undertaking any duties.

Training will be given by means of a short course followed by mentoring by a staff member. Initially Volunteers will accompany staff members and then, work with staff guidance. Depending upon your role you may then



work alone with appropriate risk assessment in place (this will ordinarily only be to attend daytime meetings or if working from home).

All Volunteers will undertake the necessary checks associated with the role they undertake. This could be DBS, advanced DBS or a level of Police vetting. No unnecessary checks will take place and we would encourage you to have a conversation with us if you have concerns. We wish volunteering opportunities to be as inclusive as possible. We recognise that people have taken many different journeys to get to where they are today and we value the life experiences gained along the way. Our duty is obviously to ensure the safety of our communities and so, obviously, that must always take precedence.

Location:

We operate throughout Northamptonshire and so the volunteering opportunities could occur anywhere within the county. Ordinarily you will be based in Northampton. Opportunities are offered in relation to the role you have volunteered for rather than the location of the activity. If you feel that it is too far to travel you can always decline the offer, we don't mind!

Time commitment:

To be agreed with your allocated mentor, but suggested an average of 8 hours a month at times suitable to yourself and the Emergency Services.

Responsible to:

The NESV co-ordinators. They are answerable to a steering group made up of officers from each of the Emergency Services and Volunteers

If you are interested in Volunteering for this role please visit:

<http://apply.northants-volunteers.org.uk/>

