



Job Description

POSITION: Safety Coordinator	REPORTS TO: Financial Controller
DIRECT REPORTEES: 03	LOCATION: National Office, Suva

INTRODUCTION:

The Fiji Red Cross Society (FRCS) is the largest local humanitarian organisation in Fiji committed to quality service delivery to the most vulnerable. The organisation is part of the Red Cross & Red Crescent Movement which has 192 member countries.

The Society is recognised by the Government of Fiji as a voluntary relief organisation, and is auxiliary to Government. It has 16 branches throughout the country with Divisional Centres in the West, North and Central/Eastern Divisions which are supported by the National Office based in Suva.

The Fiji Red Cross Society has the biggest volunteer system in the Fiji Islands and they are community-based so as to enhance the effectiveness of our reach and work as an organisation.

ROLE PURPOSE:

To coordinate the effective implementation and running of the full range of Safety Training sessions i.e. Pacific First Aid & CPR, Refresher CPR, First Aid in Sports, First Aid & Water Safety, Trauma First Aid, People Saver, Mind That Child for both commercial and community based training programmes delivered throughout Fiji. Also to assist in the sales of First Aid kits.

JOB DUTIES AND RESPONSIBILITIES:

KEY ACTIVITIES

- To work with the Financial Controller to assist in the preparation and implementation of a management plan and budget relating to National Safety First Aid Training programs, and sales of First Aid stock.
- To maintain detailed records and administration of all courses and projects and ensure that these are accurately reported to the Director General, and to work within budget.
- To ensure that a database of all course participants is regularly maintained.
- To ensure that a system is in place for the prompt issuing of certificates for successful candidates.
- To liaise with other professional bodies, Global First Aid Reference Centre to ensure that the Fiji Red Cross Society is kept up to date with the latest developments in First Aid trainings.
- To initiate, promote and organise courses in the communities in line with the Fiji Red Cross Society's Strategic Plan.
- To ensure that all aspects of contractual arrangements with appropriate organisations/individuals are clearly undertaken.
- To actively market and promote Red Cross training courses, First Aid supplies throughout Fiji, to corporates, businesses, schools, training organisations and the public.
- To produce and update Information, Education & Communication material, handbooks, manuals and any other printed matter pertinent to the Safety Programme.
- To encourage and support the work of all instructors employed to deliver the First Aid training programs.
- To review the fee level for all courses annually and to make appropriate recommendations to the Financial Controller and the Director General.

- To liaise with Divisional Managers with regards to the Safety Program and sales of First Aid supplies.
- Management team member.
- To ensure that reminder notices are sent out for the revalidation of First Aid Certificates.
- Maintaining of the training documents and also getting the Quotes / invoices & receipts from finance department.
- To ensure that clients make payments on time to avoid delays in dispatching certificates.
- To ensure that FRCS first aid programs are registered and recognized by Fiji National University (FNU) under grants & levy scheme.
- Must have completed all four modules of Training of Trainers (TOT trainings with FNU and also hold a valid training officer registration.

Issues applicable to All Staff

1.	Abide by and work in accordance with the Red Cross and Red Crescent principles.
2.	Must sign the FRCS Child Protection Policy.
3.	Promotes Gender Equality and Social Inclusion in all program activities.
4.	Perform any other work-related duties and responsibilities that may be assigned by the line manager.
5.	Actively work towards the achievement of the Society's Strategic goals.

Position Requirements

Education	Required	Preferred
Degree or relevant tertiary qualification in Business and Management or any relevant discipline.		X
Training of Trainers Module IV Certification and a Fiji National University Accredited Training Officer.	X	
Experience	Required	Preferred
Five years' experience in a related field.	X	
Good computer and office support skills.	X	
Proficiency in use of Microsoft Office.	X	
Good spoken and written English.	X	
Able to work under minimum supervision.		X
Knowledge and Skills	Required	Preferred
Demonstrated coordination and management skills.	X	
Training/facilitation skills.	X	
Experience in development and management of staff.	X	
Planning and programme development; management of budgets and resources, programme monitoring and reporting.	X	
Ability to work in cross – cultural and cross – functional environments.	X	
Strong communications and networking skills.	X	
Ability to work to tight deadlines and handle multiple tasks.	X	