

General Operative - Role Profile

Role Title: General Operative Volunteer

Location: Anywhere in Cardiff and Vale Counties

Frequency of time involved: Meeting once per month varying between virtual and in person meetings for approx. 2 hours.

Attend any events and training from time to time.

Respond to emergency situations as dictated by the emergency planning units of the local authorities of Cardiff and the Vale of Glamorgan.

Respond to requests for assistance to emergencies UK wide where appropriate.

Minimum Age: 14+ (14 to 18 years of age must be accompanied by a parent or guardian to supervise).

Purpose

The General Operative will support the smooth running of any operations dictated by the nature of an event or emergency presented, primarily via the use of Radio communications or delivery of functions to support effective Radio communications.

Main Responsibilities

- To support Radio communications operators
- To input data in relation to providing accurate message passing by logging activity via software or written logs
- Deliver messages between operators or clients either electronically, written or verbally across area of operation. Written or verbal messages could involve delivery on foot between operational command centres or across incident locations, depending on the circumstances involved.
- To assist with group promotion and public presentations
- To undertake training to become proficient in building and **operating** Radio Communications networks (Including Wifi, Mesh and Radio transmitter / receiver networks)
- To be able to set-up ad-hoc networks in obscure locations to meet the needs of providing a dependable network in emergency situations.

- To check and maintain reliable sustainable power sources, ready for use in emergency situations
- Maintain health and welfare of self and colleagues on duties, to include cover for rest periods where appropriate
- Be prepared to support charities with radio safety communications at public events, sometimes over wide coverage areas

Skills Required

- Experience of and the ability to use Microsoft Office
- Excellent communication skills
- Experience of Radio Communications provision (though not essential as training can be provided)
- The ability to work as part of a team and on your own initiative
- Keen to share ideas, learn and contribute to the needs of our service provision
- Ability to work outdoors in all-weathers
- Ability to access uneven ground and undertake lifting and carrying and construction of radio equipment sometimes across difficult terrain, such as vantage points on hilltops or potentially High-rise tall buildings.

What you can expect

- The opportunity to develop new and existing skills
- To work as part of a team delivering a valued service to the community
- To receive induction training
- To access other training as needs are identified
- To receive regular supervision and support
- To be covered by insurance
- To have travel, out of pocket expenses reimbursed if requested.
- A MVC (Member Verification Check) undertaken before you start
- To receive a reference (after 6 months regular volunteering)

What we expect from you

- To represent RAYNET in a professional manner
- To perform your volunteering role to the best of your ability
- To adhere to policies and procedures and Rules of RAYNET
- To provide two references as part of the application process

Agreement

I understand and agree to undertake, and act in accordance with, the General Operative Role.

Operating requires the undertaking of radio training and examination to ofcom standards to be able to use radio transmitting equipment.

Being a service, which supports emergency responders, our services are less often called to action, than a regular day to day voluntary group as emergencies don't happen everyday.

Our role is purely communications based, so unless there is some kind of communications failure we are unlikely to be involved in many incidents.

Therefore the group can be very quiet particularly through the winter months (except where incidents occur), though we can sometimes be busy in summer months with charitable events and public appearances. Volunteers should understand that there could be long periods of inactivity.

Volunteers should be aware that our aim is to be available to provide a service and respond 24 hours a day all year round if required.

Name (Volunteer)		Name (Volunteer Co-ordinator)	
Signature		Signature	
Date		Date	